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ABSTRACT

TXTPRO, a computer program developed as a graduate-level research tool for descriptive linguistic analysis, produces simple alphabetic and word frequency lists, analyzes word combinations, and develops concordances. With modifications, a teacher could enter the program into a mainframe or a microcomputer and use it for text analyses to develop more relevant and practical lesson plans for any foreign language taught for special purposes. A simplified version has already been developed for microcomputers, but it must be used with a word processing program and it requires considerable experience, time, and manipulation by the operator to produce results. Its principal value at present lies in its usefulness as a research tool for analyzing written and oral language for special purposes or for designing a textbook for technical and scientific translation. Appended materials include a guide for running TXTPRO on IBM-PC and IBM-Compatible Computers, as well as samples of TXTPRO output. (MSE)

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MICROCOMPUTERS, SOFTWARE AND FOREIGN LANGUAGES FOR SPECIAL PURPOSES: AN ANALYSIS OF TXTPRO

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In 1984-1985 Seferino J. Hurtado, Director of the Foreign Language Laboratory of the Modern Language Department at Metropolitan State College, made an extensive literature search and review of C.A.I. software for teaching French, Spanish and German. The basic results of this study, soon to be published, are as follows:

1. 97% of the materials are designed to teach using drill and practice format; 2% are tutorial; 1% simulation.

2. Of the packages reviewed, none could be used in isolation to effectively teach foreign languges for general purposes much less for special purposes.

3. The objectives of the most of the programs reviewed were vague.

5. Review of software was difficult, because software companies refused to allow for review without purchase.

6. Concrete evidence that any of the programs reviewed increased foreign language learning is lacking.

These conclusions parallel those reached by other researchers and reviewers of C.A.I software. For example, the Educational Products Information Exchange Institute (EPIE), a New York based educational group affiliated with Consumer's Union, publisher of Consumer Reports found that:

1. 68 percent of all CAI software still relies on standard drill and practice. Departure from this format is mainly in the area of teaching logic and problem solving.

2. Programs using simulation learning comprises only 8.3 percent of todays software.

3. Math software is still the most common type available, making up 25.8 percent of all educaional programs, followed by science at 13.5 percent, English/language arts at 12 percent, reading at 9.9 percent and social studies and foreign language all near five percent.

4. More than half of the software reviewed is targeted for home computer users. This statistic is related to the act that

the number of homecomputers owned by families with children outnumbers school computers by an 8 to 1 ratio.

5. Of the 7000 programs reviewed form 500 companies, the group recommended only 5 percent highly and 32 percent with reservations and suggested that 60 percent of the programs are not worth the money.(1, pg. 4)

Independently and concurrently, the Office of Bilingual Education and Minority Languaes Affairs (OBEMLA) has released a similar report related to the teaching of English as Second language. The conclusions reached in that report are similar to those reached by Hurato at Metropolitan State College and the EPIE project.

According to this report,(2, pp. 1-2):

1. A lack of planning and staff training have compromised the effectivness of many CAI programs.

2. The objectives of CAI programs are often not specific.

3. Good software is lacking

4. Projects that use CAI material tend to depend on one key person without whom the project would most likely fail.

The problem is not only because of the low quality and quantity of software for teaching foreign languages for special purposes. Two other problems frequently mentioned are:

1. Educators are unconvinced of the efficacy of CAI technologies.

2. Even if they think CAI has potential, funds for other purposes have more importance for them. (Also see: 3, pg. 24).

The first of the above problems has been interpreted as a matter of teacher preceptions of CAI. According to Cathy A. Sandeen's study, many teachers perceive CAI as a threat to their professions, and to their teaching methods (4, pp. 46-47). To augment this observation, the author quotes another researcher who concluded that "computers will not be used productively in education unless teachers have positive attitudes toward them and believe computers to be [effective] instructional tools."(5, pg. 230).

The conclusion of the first part of this paper, therefore, is, that given the lack of progress in CAI programs and given the other barriers discussed above, the use of microcomputers for teaching foreign languages effectively is still in the theoretical stage. In reading research on the fear that computers might replace teachers, I'm reminded of the following story concerning the threat of machines replacing thinkers:

"Jeremy Bernstein, the physicist and writer, recalls that when he was a graduate student he once approached the [great] Von Neumann to ask him if he believed that computers would ever make mathematicians unnecesary. Von Neumann's reply was "Sonny, don't worry about it."(6, pg. 154).

II

The use of bad software results in negative perception of the use of microcomputers for teaching purposes. One possible software program which might change this perception is a package recently developed by Executive Resource Associates, under a contract from the Office of Bilingual Education and Minority languages Affairs (OBEMLA). Before discussing this program, TXTPRO, in more detail, several salient points need to be emphasized.

1. TXTPRO is not a CAI program for students.

2. Initially, TXTPRO was designed as a research tool for graduate students at Georgetown University's School of Languages and Linguistics

3. Because TXTPRO has no idea what language it is suppose to analyze, it can be used to analyze any language which uses the Roman alphabet.

Given this introduction to TXTPRO, what follows is:

A. A brief history of its development

B. A brief description of what it does

C. A brief discussion of how it can be used.

HISTORY

The idea for TXTPRO was a spinoff from another OBLEMA project.

That project was to develop a method to test the oral proficiency of limited English speakers to screen them for enrollment in OBEMLA's Bilingual Vocational Training Programs. In developing that test, the researchers wondered whether there was an easier way to sort out words which were frequently used in specific vocations. One of the linguists of the research team replied that he believed that several universities already had such progrmas to analyze texts in a way that might be useful for developing the test. Although the test was completed without the aid of such software, the team began to look for these programs to determine if they might have some application in helping bilingual vocational teachers sort out vocabulary and language structures to help them prepare more vocationally specific lessons plans.

After further inquiries, the researchers traced down several programs which could make the following kinds of text analyses:

1. Count how many times words are used in a text.

2. Print out the context in which these words are used.

3. Give statistical analyses of word frequencies

4. Analyze readability and stylistics

5. Help develop tests

6. Keep records.

All of the programs could only run on mainframe computers. None of the programs reviewed could perform all of the above functions. The program that could do most of the above kinds of analyses was identified as follows:

PRIMARY ACCESSION CODE: DA4004

TITLE OR NAME:
TXTPRO: A Test-Processsing Package

PROGRAM CREATOR: Shaefer, Leonard

PROGRAMMING LANGUAGES USED:
PL/1 Statistical Analysis System (SAS)

PLACE OF DEVELOPMENT:

Language Processing Center
School of Languages and Linguistics
Georgetown University
Washington, D.C. 20057

PREVIOUS RELEASE DATE: December, 1981. (7, pg. 121).

WHAT TXTPRO DOES

When the researchers found out about Leonard Shaefer's program, they recruited him under a second contract from OBEMLA to use his program to analyze vocational texts to help vocational ESL teachers prepare for job specific lesson plans. This team, which now included Ross Macdonald, Paul Stupp, Mary Galvan and Rudolph Troike, worked with the Georgetown computer to regroup and list the words of vocational texts in ways that the team thought might be helpful to teachers. The lists produced from the simplest to more complex are as follows:

A. Simple Lists, including:

1. Alphabetic Word Lists (figure 1)

2. Reversed Alphabetic lists

Simple lists are simply inventories of words that occur in the text. Their chief value is that they provide checklists to help the teacher keep track of information pertaining to different words. Reverse alphabetic lists are interesting in that they not only keep track of words, they can be helpful in certain drill patterns (Figure 2).

B. Frequency Lists, including:

1. Frequency Order Lists (figure 3)

2. Alphabetic Frequency Lists (figure 4)

3. Reverse Alphabetic Frequency List (figure 5)

These inventories list how often a word appears. A frequency order list inventories words in order of frequency, while the alphabetic frequency list gives words in alphabetic order and numbers how often they

are used in the text. The original TXTPRO program apparently did not sort out frequently used words in general language usesage. Consequently a frequency order list analyzing a dental technician text appeared as follows:

ITEM	FREQUENCY
WITH	696 (i.e. this word appeared 696 times in the text sample).
AS	574
ON	544
BY	511
TOOTH	481 (As might be expected from nature of the text)
MAY	449
THAT	449
IT	403

Reverse alphabetic frequency lists are inventories of the number of times words with common ending appear. For example the list of ing words would be helpful in drilling the progressive, using vocabulary that have immediate relevance to the purpose for which English is being taught.

3. Word Combinations

While lists of single words can be useful, it is sometimes desirable to study combinations of words. Such combinations of words may be called collocations; for the purposes of this paper, they will be referred to as combinations. The original TXTPRO provides lists of word combinations of any length. Usually 2- and 3- word combinations prove to be the most useful.(figure 6)

TXTPRO is also programmed to sort out these combinations in frequency order, alphabetic order and alphabetic/frequency order

(figure 7).

4. Concordances

A more complex type of listing, and one which can be extremly useful, is the concordance. This kind of listing is sometiems also called a KWIC, which stands for "Key Word in Context."

A concordance will list key words in this manner. Another
way to list the same key words would be alphabetically.
Examples of lists of such key words can be found figure 8.

A third way PROTXT can construct a condordance is to isolate KWIC´s , that is, key words in context, in reverse alphabetic order (figure 9). Given these ways to order concordances, it can be seen that these kinds of inventories have all of the advantages of the lists mentioned as well as other advantages of considerable scope.

With an alphabetic concordance it is posssible to study any form of a word in the various ways in which it occurs in that text. You can see whether a verb is used in its transitive or intransitive form, or both. You will be able to see which forms of the verb are used more frequently. Further, where a form has more than one use or meaning, you can find the relative frequency of its various uses.

Also, you can tell exactly the context in which frequent words are used in order to teach the word´s relevant meanings. To take a trivial example, in the concordance which lists words from a sample from a word processing text, "dictator," or "dictator´s", is used 11 times. If we look at the context we can confirm our suspicion that this word refers to the person who is dictating into a dictating machine, and not to Adolph Hitler or Ronald Reagan. With a reverse alphabetic concordance, grammatical categories can be studied.

For example, most verbs in English have a form which ends with -ed. This can be the simple past tense or it can be the past participle. When it is the past paraticiple, it may occur with "have" as is in "have finished," in the passive voice with a form of "to be", as "he was finished," or as an adjective with a noun, such as "the finished product." In Macdonald et al´s analyses of technical texts, the most frequent is the passive use followed by the adjectival usage (7, pg. 24). Using the reverse alphabetic

concordance, you can also see at a glance, the various ways in which the ending -ing is used, and thereby gain a clearsense of what is important in the particular technical field in which you are teaching a foreign langugage. In English, the -ed and -ing lists are particularly suited for developing drill exercises with words and sentences relevant to a particular field.

The lists the mainframe TXTPRO we have been discussing could also do the following:

1. Tell you when a word occurs in certain sections of a text (i.e chapters), and how frequently that word occurs in that section. Again, taking an example form data entry, it should be no surprise to find that "input" would appear in a section of the text before "output", and that a section on how to enter data into the computer will have a high frequency of the word "input". This kind of list, which MacDonald et. al. call "Word Segment Distribution List," can be used with the concordance to help the teacher decide which vocabulary to teach first and in which contexts (7, pg. 26).

2. Give you a list of words in a way that will tell you how the words are used grammatically, how often they are used according to a specific grammatical code, and in what context that grammatically coded word is used (figure 10).

HOW TXTPRO CAN BE USED

TXTPRO, in the form discussed, could be, with modifications, entered into a mainframe, a minicomputer and a microcompter. Therefore, if you were an ESL or VESL teacher, or a Spanish for special purpose teacher, you could simply order the source code, enter it into your computer and then start anaylzing texts to develop more relevant and practical lesson plans for whatever foreign language you are teaching for special purposes.

Of course, in the area of computers, rarely anything is as simple as it first sounds. TXTPRO has over 2500 lines of code. That code is written in PL/1 and therefore can only be run on mainframes that can handle that languge. If you have another kind of machine, you would have to use (SAS) a statistical analysis system to make the code work. There are other problems, but these alone make it clear, why TXTPRO was an impractical program for your average ESL or foreign language.

Consequently, inorder to make TXTPRO more accessible to teachers

in bilingual vocational training, Galvan and associates were awarded another contract through Educational Resource Associates to simplify TXTPRO and make it run on microcomputers without having to go through any of the above maneuvers. The result is, what I will call TXTPRO PC.

TXTPRO PC was simplified so that it could only give simple frequency lists in alphabetical and reverse alphabetical order and concordance inventories in alphabetical and reverse alphabetical order. It is designed to work on the Apple 2e, the IBM PC and IBM-compatible microcomputers with 256K of memory. It is easy to use.

That at least, is the theory. In fact, if we were able to ask the great Von Neumann if he thought that PROTXT PC would help change the perception of foreign language teachers on the usefulness of computers in making life easier for them, he would probably answer, "Sonny, I doubt it."

The reason, however, is not in what TXTPRO PC can do, but it what it takes to get it to do what its supposed to do: A few problems that the novice microcomputer user will run into are as follows:

A. It has been found in a number of experiments, that 25% of the text the teacher choses to analyze for teaching purposes should be entered into the computer in order for the data to be representative. Moreover, samples should be made up of short sections spead as evenly as possible through the text. Thus if the text is 100,000 words long, and you wish to have 25,000 words processed, the optimum approach is to sample every fourth block of 100 words, throughout the text. If you assume 250 words per page, that would mean that you would have to type in 100 pages for each book you want analyzed.

B. Secondly, the number of pages you get after you have processed the text will be approximately 80% of the number of pages you've entered. Thus for every 100 pages you have entered for analysis you will get 80 pages of data.

C. TXTPRO is very slow on the microcomputer unless your machine has a hard disk drive. Therefore, if you have a single or dual disk system, be prepared to sit with the machine for several hours as it cranks out your concordances and other lists

D. Assuming that each page you entered for processing has 1980

characters (66 characters per line x 30 lines), each text analyzed will occupy approximately 5 foppy disks. If you can type 50 words per minute, observing TXTPRO's protocols, it will take you over eight hours of non-stop typing to enter the data needed to analyze each text. Assuming Murphy's law, given computer system protocols, TXTPRO protocols, and linguistic protocols, I would assume a minimum of three days sitting at the microcomputer for each text analyzed.

E. The above assumptions are based on the following assumptions:

1. That the user already knows how TXTPRO runs.

2. That the user already knows how to use a wordprocessing packet that is compatible with TXTPRO.

3. That the user is well acquainted with the theory and pratice of teaching foreign languages for special purposes and has already selected texts appropriate for this kind teaching for analysis by TXTPRO.

This string of "ifs" makes it highly unlikely that the groves of academe will soon be flooded with foreign language teachers using TXTPRO to help them write lesson plans. Moreover even if these obstacles are overcome, TXTPRO, in its present form, still may not be that helpful for the teacher, because it is still in the theoretical stage as to its practical effectiveness. Nevertheless, it is the conclusion of this writer, that as a research tool, it has great potential, and it is from that perspective, I would like to end this discussion.

CONCLUSION

TXTPRO Began as a research tool, and it is my conclusion that that is where it's strength still lies. At present, at Metropolitan State College's Bilingual Vocational English Training Program, we are designing a plan to use TXTPRO to analyze the language of the files contained in a wordprocessing package called Select Bilingual(8). One possible application of such an analysis would be to sort out words and word patterns and compare the lists in both languages to help develop a bilingual textbook to teach English and/or Spanish for the automated office enviornment. We already have considerable information data on function words, subtechnical words, and technical words of the kind of English used in the clerical and office automation enviornment.(See

appendix for lists of these words). In addition to the kinds of lists already described in this paper, it would be of interest to make a similar comparison of these same kinds of words in the Select Bilingual Files.

Another area of research where TXTPRO cay be used to provide relevant information for the teaching of foreign languages for special purposes is in the study of oral language. Because Metropolitan State College currently does not have easy access to an enviornment where foreign languages for business is spoken in its natural matrix, we would be unable to conduct such research outside of English for special purposes. However, for other colleges and universities which have access to such enviornments, TXTPRO could prove an effective research tool.

For example, if a team of researchers had access to an internship Spanish for business program with an international company in Spain, that would be one ideal laboratory where researchers could gather data on informal speech for TXTPRO analysis. Another ideal setting for the recording of more formal discourse for analysis would be in the lecture halls of a Spanish business school. The Spanish spoken here would fall between the extreme formal Spanish of the textbook and the more informal Spanish of the business office.

A third area of research where TXTPRO would be helpful is in the area of designing a textbook for teaching how to do technical and scientific translations. Any such research however, takes time, money, brains and good research tools. TXTPRO is an example of such a tool which has tremendous potential. I think brains are in ample supply as can be evidenced by those attending this conference. All we need now is the time and the money.

SOURCES

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8. Select Bilingual,Select Information Systems, Inc.,Kentfield, CA, 1984. This program has been reviewed by Dan Berger, The San Diego Union, March 2, 1984, and by Richard O´Reilly, The Los Angeles Times, March 18, 1984.

9. "A Workshop on Instructional Content and Communication in Bilingual Vocational Training," facilitated by D. W. Berry, Mona Freedman, et. al., and conducted by Executive Resource Associates, Inc. Arlington, Virginia, 1985.

TEXT FIGURES

Figure # 1 Alphabetic Word List

EFFORT
EGG
EGGS
EIGHT
EIGHTEEN
EIGHTH
EITHER
EJECTING
EJECTOR
ELABORATION
ELAPSED
ELASTIC
ELASTICITY
ELASTICS
ELASTOMERIC
ELBOW
ELBOWS
ELECT
ELECTRIC
ELECTRICAL
ELECTRICITY
ELECTROLYTE
ELECTROLYTIC
ELECTROMAGNETIC
ELECTRON
ELECTRONIC
ELECTRONS
ELECTROPLATING
ELECTS
ELEMENT
ELEMENTS

EMBEDDED
EMBRASURE
EMBRASURES
EMBRYO
EMBRYOLOGY
EMBRYONIC
EMBRYOS
EMERGE
EMERGENCE
EMERGENCIES
EMERGENCY
EMERGING
EMERY
EMINENCE
EMISSION
EMITTED
EMOTIONAL
EMPHASIS
EMPHASIZE
EMPIRIN
EMPLOY
EMPLOYED
EMPLOYEE
EMPLOYER
EMPLOYMENT
EMPTIED
EMPTY
EMULSIFICATION
EMULSIFIED
EMULSION
ENABLE

ENDOCARDITIS
ENDOCRINE
ENDODONTIC
ENDODONTICALLY
ENDODONTICS
ENDOTOXINS
ENDOTRACHEAL
ENDS
ENERGETIC
ENERGY
ENERGY-RELEASING
ENERGY-YIELDING
ENFLURANE
ENFORCED
ENGAGE
ENGAGES
ENGAGING
ENGINEERING
ENHANCE
ENJOY
ENLARGE
ENLARGED
ENLARGEMENT
ENLARGEMENTS
ENOUGH
ENRICHED
ENSUES
ENSURE
ENSURING
ENTANGLED
ENTERED

Source: MacDonald et. al.

The sample given in figure 2 includes some of the words that end in -ed. Most of them are the past tense (or past participle) of verbs. These suggest ways in which verbs may be taught, including differences in pronunciation (incited, proved, fixed) and differences in spelling (curved, tested, pitted, etc.). With such a list, you can group the verbs into lesson units depending on the nature of the lesson you wish to teach.

Figure #2 Reverse Alphabetic Word List

INCITED	MANIFESTED	PROVED
ACCREDITED	SUGGESTED	IMPROVED
BENEFITED	DIGESTED	APPROVED
LIMITED	INGESTED	CARVED
UNITED	CONGESTED	OBSERVED
INHERITED	INTERESTED	RESERVED
DEPOSITED	ARRESTED	PRESERVED
HALTED	TESTED	CURVED
MELTED	REQUESTED	VIEWED
CONSULTED	INVESTED	REVIEWED
GRANTED	LISTED	ALLOWED
WARRANTED	ASSISTED	SWALLOWED
UNWANTED	TWISTED	FOLLOWED
INDEBTED	EXISTED	HOLLOWED
CEMENTED	POSTED	PURPOSED
COMPLEMENTED	ADJUSTED	RELAXED
SUPPLEMENTED	CRUSTED	WAXED
PRESENTED	FITTED	UNWAXED
REPRESENTED	SUBMITTED	FIXED
MISREPRESENTED	ADMITTED	AFFIXED
PREVENTED	EMITTED	MIXED
PAINTED	COMMITTED	DECAYED
POINTED	PERMITTED	DELAYED
APPOINTED	TRANSMITTED	SPRAYED
PRINTED	PITIED	CONVEYED
TINTED	ALLOTTED	SURVEYED
COUNTED	DISTRIBUTED	ALLOYED
MOUNTED	REDISTRIBUTED	EMPLOYED
UNMOUNTED	ATTRIBUTED	DESTROYED
NOTED	DILUTED	CRITICIZED
SINGLE-MINDED	SUBSTITUTED	CRICIZED
PUNY-MINDED	CONTINUED	STANDARDIZED

MacDonald, et. al.

TXTPRO Text Processing System

Word-Frequency Summary for Text in File b:wp6.ibm

Alphabetic Order

Text Item	Frequency
a	4
ability	2
according	1
accordingly	1
accurately	1
addressee	1
addresses	2
adjust	2
advantages	1
again	3
an	37
and	2
any	1
appropriate	1
approximate	6
are	2
area	1
arrange	1
arts	3
as	5
at	1
attention	1
automatically	1
available	3
back	11
be	1
been	2

figure # 3

Figure # 4

Table 2.3: Frequency Order List

ITEM	FREQUENCY	ITEM	FREQUENCY	ITEM	FREQUENCY
THE	9762	OPERATOR	198	MOST	94
.	4571	PLACED	196	RESTORATION	94
OF	4049	SURFACE	193	RUBBER	94
,	3220	CAVITY	185	THEIR	94
AND	2605	HAS	182	BODY	93
TO	2254	WHEN	179	LEFT	93
A	1969	THESE	167	PRIMARY	93
IS	1861	TISSUE	165	PROCESS	93
IN	1676	CAN	161	THAN	91
BUT	1434	PREPARATION	159	MAXILLARY	89
BE	1245	HAVE	156	HANDPIECE	88
BF	1025	ALSO	154	OCCLUSAL	88
OR	890	ORAL	150	PULP	88
FOR	826	MOUTH	147	INSTRUMENT	84
ARE	812	ENAMEL	142	PLACE	84
(	737	MORE	142	ANESTHESIA	83
)	731	ONE	142	OVER	83
WITH	696	THEY	140	USUALLY	83
AS	574	TIME	138	DENTIN	82
ON	544	USE	136	POSITION	82
--	511	WATER	134	OPEN	81
BY	511	ALL	132	GINGIVAL	80
TOOTH	481	HIS	127	SURGICAL	79
MAY	458	SEE	125	TYPE	79
BUT	449	OTHER	122	PLACEMENT	78
THAT	449	MATERIAL	121	UNDER	78
BUT	437	HAND	120	GENERAL	77
IT	422	SURFACES	120	MANDIBULAR	77
TEETH	403	AREA	119	PROVIDE	77
DENTAL	393	FORM	119	OFFICE	76
AN	385	ITS	118	FOLLOWING	74
FROM	366	FIG.	117	INSTRUMENTS	74
PATIENT	356	1	115	RACHA	73
BUA	339	DURING	109	BECAUSE	72
WILL	336	TREATMENT	107	MATRIX	72
WHICH	317	SUCH	106	PROCEDURE	72
AT	286	EACH	104	UP	72
THIS	283	CROWN	103	ANY	71
=	276	HOWEVER	102	FOIL	71
ASSISTANT	263	RIGHT	102	BONE	70
USED	258	GAP	101	I	70
NOT	257	MATERIALS	100	AMALGAM	69
8	255	GOLD	99	ARCH	69
BUI	245	THROUGH	99	DESIGNED	69
BUJ	241	DENTIST	97	THERE	69
FILM	236	PATIENT'S	97	3.	69
SHOULD	235	FIRST	95	LINGUAL	68
MUST	221	SMALL	95	COTTON	67
INTO	214	TWO	95	LONG	67
IF	201	2	95	SOLUTION	67

TXTPRO Text Processing System

Word-Frequency Summary for Text in Gile b:wp6.ibm

Reverse Alphabetic Order

Text Item	Frequency
a	22
area	2
media	7
electronic	1
magnetic	7
disc	1
etc	4
letterhead	1
proofread	2
workload	1
transcribed	2
placed	3
produced	1
needed	1
recorded	4
need	4
speed	3
plugged	2
clarified	1
verified	1
checked	1
filed	1
self-contained	1
typed	1
prepared	1
entered	1
required	1
enclosed	1
processed	1
used	10
located	2
repeated	1
dictated	3
connected	2
omitted	1
removed	3
categorized	1
said	1
hand-held	1
and	37

figure # 5

Figure 6 A 2-word Combinations in Frequency Order

OBS	WORD1	WORD2	FRQ
1	MAY	BE	249
2	IT	IS	166
3	SHOULD	BE	166
4	TO	BE	161
5	MUST	BE	133
6	SURFACE	OF	95
7	CAN	BE	91
8	WILL	BE	85
9	IS	PLACED	81
10	SUCH	AS	81
11	BE	USED	78
12	CAVITY	PREPARATION	75
13	KNOWN	AS	65
14	PATIENT	IS	64
15	USED	TO	63
16	AND	IS	61
17	AND	TO	61
18	RUBBER	DAM	60
19	PLACED	IN	57
20	THEY	ARE	55
21	TO	PROVIDE	52
22	USE	OF	52
23	SURFACES	OF	51
24	PER	CENT	50
25	PLACEMENT	OF	50
26	CHAIRSIDE	ASSISTANT	49
27	USED	FOR	49
28	USED	IN	49
29	IS	USED	48
30	IS	NOT	47
31	GOLD	FOIL	46

Figure 6A gives a sample of 2-word combinations in alphabetic order by the first word. You can see immediately the importance of technical terms in which gingival is the first word, but other word combinations also stand out (2755, 2767, 2769).

Table 2.7: 2-word Combinations in Alphabetic Order

OBS	WORD1	WORD2	FRQ
2755	GAUZE	SQUARE	2
2756	GEAR-DRIVEN	HANDPIECE	2
2757	GEL	IN	2
2758	GEL	STRENGTH	2
2759	GENERAL	ANATOMICAL	2
2760	GENERAL	ANESTHESIA	28
2761	GENERAL	ANESTHETICS	4
2762	GENERAL	DENTIST	4
2763	GENERAL	FEELING	2
2764	GENERAL	PRACTITIONER	4
2765	GENERALLY	MEASURED	2
2766	GENERALLY	PREFERRED	2
2767	GENERIC	NAME	2
2768	GENERIC	NAMES	2
2769	GESTATION	PERIOD	2
2770	GINGIVA	AND	4
2771	GINGIVA	IS	3
2772	GINGIVA	TO	2
2773	GINGIVAE	AND	2
2774	GINGIVAL	AND	4
2775	GINGIVAL	AREA	4
2776	GINGIVAL	EMBRASURE	2
2777	GINGIVAL	ENLARGEMENT	2

Figure 6B is a sample from the list of 3-word combinations in frequency order. If you look at Nos. 57, 71, 97, 98, you get insight into technical terminology. You get hints for teaching grammar from Nos. 51, 52, 54, 67, 75, 76, 89, 90, 91, 92. This last group underlines the importance of the passive voice in technical language.

3-word Combinations in Frequency Order

OBS	WORD1	WORD2	WORD3	FRQ
51	IS	CAUSED	BY	8
52	IS	DESIGNED	TO	8
53	IS	ONE	OF	8
54	IS	USED	FOR	8
55	LEFT	HAND	AND	8
56	LINGUAL	SURFACE	OF	8
57	MAXILLARY	AND	MANDIBULAR	8
58	THEY	ARE	NOT	8
59	TO	AID	IN	8
60	TO	BE	RADIOGRAPHED	8
61	WILL	NEED	TO	8
62	ANGLE	FORMED	BY	7
63	AT	ALL	TIMES	7
64	AT	RIGHT	ANGLES	7
65	IN	WHICH	THERE	7
66	INSTRUMENT	DESIGNED	TO	7
67	IS	DERIVED	FROM	7
68	IT	CAN	BE	7
69	IT	IS	NOT	7
70	MAY	BE	UTILIZED	7
71	MESIAL	AND	DISTAL	7
72	OCCLUSAL	SURFACES	OF	7
73	OUTER	SURFACE	OF	7
74	PER	CENT	OF	7
75	SHOULD	BE	KEPT	7
76	SHOULD	BE	PLACED	7
77	THERE	IS	NO	7
78	TO	BE	PLACED	7
79	TOOTH	TO	BE	7
80	USED	IN	DENTISTRY	7
81	WHICH	THERE	IS	7
82	ZINC	PHOSPHATE	CEMENT	7
83	ALSO	BE	USED	6
84	AND	CAN	BE	6
85	AND	MUST	BE	6
86	AND	PLACES	IT	6
87	APPEARS	TO	BE	6
88	ARE	AS	FOLLOWS	6
89	ARE	DESIGNED	TO	6
90	ARE	KNOWN	AS	6
91	BE	STORED	IN	6
92	BE	USED	WITH	6
93	CHAIRSIDE	ASSISTANT	MAY	6
94	CHAIRSIDE	ASSISTANT	MUST	6
95	FINGER	AND	THUMB	6
96	FOR	USE	IN	6
97	GINGIVAL	MARGIN	TRIMMER	6
98	GOLD	FOIL	RESTORATION	6
99	HORIZONTAL	ANGULATION	IS	6
100	IN	COMBINATION	WITH	6

Figure 6 B

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Table 2.12: Word Segment Distribution

Figure # 7

OBS	WORD	COUNT	SEG1	SEG2	SEG3	SEG4	SEG5	SEG6	SEG7	SEG8	SEG9	SEG10	SEG11	SEG12	SEG13	SEG14
193	ADDITIVES	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3
194	ADDITONAL	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
195	ADDRESS	6	0	0	0	0	6	0	0	0	0	0	0	0	0	0
196	ADDRESSED	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0
197	ADENOCARCINOMA	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0
198	ADEQUACY	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
199	ADEQUATE	28	0	0	0	0	2	0	0	0	0	0	1	0	1	5
200	ADEQUATELY	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
201	ADHERE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	3
202	ADHERING	4	0	0	0	0	0	0	0	0	0	0	0	0	0	2
203	ADHESION	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5
204	ADHESIVE	14	0	0	0	0	0	0	0	0	0	0	0	0	0	9
205	ADJACENT	42	0	0	0	0	0	0	0	0	0	5	8	0	2	1
206	ADJOINING	6	0	0	0	0	0	0	0	0	0	1	1	0	2	0
207	ADJUNCT	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
208	ADJUNCTIVE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
209	ADJUNCTS	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
210	ADJUST	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
211	ADJUSTABLE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
212	ADJUSTED	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
213	ADJUSTING	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
214	ADJUSTMENT	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	ADJUSTMENTS	3	0	0	0	0	1	0	0	0	0	0	0	0	0	0
216	ADJUSTS	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
217	ADMINISTERED	27	0	0	0	0	0	0	0	0	0	0	0	0	1	0
218	ADMINISTERING	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
219	ADMINISTERS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
220	ADMINISTRATION	24	0	0	0	0	0	0	0	0	0	0	0	0	3	0
221	ADMINISTRATIVE	16	0	0	0	0	14	0	0	0	0	0	0	0	0	0
222	ADMINSTRATIVE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
223	ADMISSION	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
224	ADMITTANCE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
225	ADMITTED	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
226	ADMITTING	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
227	ADOPTED	2	0	0	0	0	0	0	0	0	0	0	1	0	0	1
228	ADOPTION	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
229	ADRENAL	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
230	ADRENALIN	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
231	ADULT	9	0	0	0	0	1	0	0	0	0	1	1	0	1	0
232	ADULTHOOD	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0
233	ADULTS	7	0	0	0	0	0	0	0	0	0	0	0	0	1	0
234	ADVANCE	8	0	0	0	0	5	0	0	0	0	1	0	0	0	2
235	ADVANCED	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
236	ADVANCING	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
237	ADVANTAGE	4	0	0	0	0	2	0	0	0	0	0	0	0	0	0
238	ADVANTAGEOUS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
239	ADVANTAGES	8	0	0	0	0	0	0	0	0	0	0	0	0	0	5

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SAMPLE CONCORDANCE: word processing

kes dictated . remember the following when	dictating	: speak clearly . do not slur or run wor
private wire or by telephone lines to the	dictating	devices -- a microphone or a telephone -
by private wire or telephone lines to the	dictating	devices -- a microphone or a telephone -
ulty in transcriptionist understanding the	dictation	. dictation techniques : organize for di
o control the loudness and softness of the	dictation	. foot pedal -- used to start and stop d
start and stop dictation and to replay the	dictation	. headset -- used to listen to dictation
ption unit . turn the unit on . preview the	dictation	. listen to the first item to be transcr
ed to increase or decrease the speed of the	dictation	. tone control device -- used to adjust
- to produce a typed document from recorded	dictation	. transcription unit -- a device used to
e dictation . headset -- used to listen to	dictation	. types of discrete media : magnetic car
matically replay the last few words of the	dictation	. volume control device -- used to contr
tion . dictation techniques : organize for	dictation	: make notes . prepare an outline of poi
s . determine the approximate length of the	dictation	and set the typewriter margins accordin
tion . foot pedal -- used to start and stop	dictation	and to replay the dictation . headset --
d and correct any errors that occur during	dictation	and transcription . logical thinking sk
; magnetic discs . endless loop system --	dictation	equipment which uses an endless loop of
nit -- a device used to play back recorded	dictation	for transcribing . transcriptionist --
scriptionist understanding the dictation .	dictation	techniques : organize for dictation : a
styles of desk-top units are available : a	dictation	unit , a transcription unit , a combina
ne transcription . terms and definitions :	dictation	unit -- a device into which information
pes of discrete media equipment . portable	dictation	unit -- a self-contained , hand-held un
) . discrete media can be removed from the	dictation	unit and placed in a transcription unit
ription unit , a combination unit with both	dictation/transcript	capabilities . centralized-recording sy
or's desk . advantages and disadvantages of	dictation/transcript	equipment : advantages : saves time and
tes recorded words into typewritten form .	dictation/transcript	equipment : dictation/transcription eq.
form . dictation/transcription equipment :	dictation/transcript	equipment is categorized by the type of
information can be entered and recorded .	dictator	-- the person who originates paperwork
follow the confusing items . consulting the	dictator	. proofread the transcript carefully be

d follow the confusing items . consulting the	dictator	. proofread the transcript carefully b
sadvantages : training time required for the	dictator	and transcriptionist ; resistance of p
use equipment ; no immediate contact between	dictator	and transcriptionist difficulty in
ity and efficiency ; makes better use of the	dictator	and transcriptionist's time ; is the
contained , hand-held unit which enables the	dictator	to dictate material outside the office
or a telephone -- which are located at each	dictator's	desk . advantages and disadvantages of
or a telephone -- which are located at each	dictator's	desk . the medium is removed from the
al ; closing lines : complimentary closing ;	dictator's	name and title ; carbon copies , encl
ol device -- used to adjust the pitch of the	dictator's	voice . recall switch -- used to auto
or transcription unit ; word division book ;	dictionary	; other special references . prepare f
contact between dictator and transcriptionist	difficulty	in transcriptionist understanding the
(note : refer to the operator's manual for	directions	on operating the unit .) check to se
shorthand ; easier to distribute workload .	disadvantages	: training time required for the dict
ted at each dictator's desk . advantages and	disadvantages	of dictation/transcription equipment
cord and store information (i . e . , floppy	disc	, magnetic card) . transcribe -- to
et -- used to listen to dictation . types of	discrete	media : magnetic cards ; magnetic tap
moved (i . e . , magnetic card , cassette) .	discrete	media can be removed from the dictati
ed , either discrete or endless loop media .	discrete	media equipment -- this equipment use
play back or filed for later use . types of	discrete	media equipment . portable dictation
by the type of recording media used , either	discrete	or endless loop media . discrete medi
ic cards ; magnetic tape cassettes ; magnetic	discs	. endless loop system -- dictation eq
cribe than longhand and shorthand ; easier to	distribute	workload . disadvantages : training t

Figure # 8

Figure # 9 shows a sample of a reverse alphabetic concordance, again focusing on the ending -ing. The use of this ending to form participles, adjectives, or nouns becomes obvious through this listing; you can thereby get a clear idea of the problems the student is likely to face when trying to make sense out of this ending in English.

Figure # 9 Concordance of Text Items in Reverse Alphabetic Order

TS . NEW PARTS MAY BE DIFFERENTIATED ,	CAUSING	SUPERNUMERARY CUSPS OR ROOTS . WITH A DEFI
TION AFFECT THE INTERDENTAL PAPILLAE ,	CAUSING	FIRST INFLAMMATION , THEN BLUNTING ANF
INCOMING CALLS MAY GET THROUGH . WHEN	ORIGINATING	CALLS , BE SURE YOU HAVE ALL THE INFORMATIC
R FUSSURE MAY BE PRESENT AND PARTIALLY	SEPARATING	THE ADJOINING CUSPS . I A FISSURE IS A FAUI
BOTH AS AN ANCHORING LIGAMENT AND AS A	SEPARATING	TISSUE . HOLDS THE TOOTH IN PLACE AND
KEY TO A WELL ORGANIZED , EFFICIENTLY	OPERATING	DENTAL PRACTICE . A POORLY MANAGED BUSINES:
BUI BHI BP BUI TELEPHONE RECALL BUI .	CONTACTING	THE RECALL PATIENTS BY TELEPHONE IS AN
LINES ACROSS THE ENAMEL ROD STRUCTURE	REFLECTING	THE INCREMENTAL PATTERN OF GRUWTH . INCREMI
ON . IT IS A STIPPLED , DENSE TISSUE ,	SELF-PROTECTING	IN FORM , AND IS FIRMLY BOUND AND RESILIEN
AL JUNCTION — THE PLANE FORMED BY THE	MEETING	OF THE DENTIN AND THE CEMENTUM . DENTINOEN/
IEL JUNCTION — THE PLANE FORMED BY THE	MEETING	OF THE DENTIN AND ENAMEL . DENTINOGENESIS
GUOD APPOINTMENT CONTROL PREVENTS LONG	WAITING	PERIODS . BP THE RECEPTION ROOM SHOULD BE
LENGTH OF HIS WAIT . IN SOME OFFICES ,	WAITING	PATIENTS ARE OFFERED A CHOICE OF COFFEE OR
OU SHUULD EXPLAIN THE SITUATION TO THE	WAITING	PATIENT AND ASK HIS COOPERATION . APPOINTMI
I LOCAL TRAUMA CAUSED BY HABITS SUCH AS	BITING	ON HARD OBJECTS , OR THE ENTIRE DENTITION I
ILARLY ARRANGED . THE TEETH OF CHILDREN	EXHIBITING	THIS CONDITION AND CHARACTERISTIC FOR EACH
OF THE LETTER , THE NAME OF THE PERSON	WRITING	THE LETTER SHOULD BE WRITTEN OUT . IT CAN I
R-PRODUCING CELLS . FISSURE — A FAULT	RESULTING	AT THE JUNCTURE OF TWO D DEVELOPMENTAL CFN'
AE , CAUSING FIRST INFLAMMATION , THEN	BLUNTING	ANF CRATERING . BP ATTACHED GINGIVA EXTENDS
RSELF WITH ANY BUSINESS MANAGEMENT AND	ACCOUNTING	COURSES THAT ARE AVAILABLE TO HER . BHI BUI
AKE WISE USE OF THE RESCHEDULED TIME .	NOTING	THE PATIENT'S TELEPHONE NUMBER NEXT TO HIS
I ARE LOST AND THE FUNCTIONAL DEMAND OF	SUPPORTING	THE TEETH CEASES TO EXIST . ALVEOLAR SOCKE'
ZED 30 MINUTE APPOINTMENT -- NOW IS HE	WASTING	THE BALANCE OF A ONE HOUR APPOINTMENT . BHI
LIDES . BP A CROSS-REFERENCE FILE IS A	LISTING	, USUALLY ALPHABETICAL , TO ENABLE ONE TO
DESCRIBED AS THE ACT OF GRINDING OR "	GRITTING	" THE TEETH , ESPECIALLY DURING SLEEP . POI
. BRUXISM -- THE ACT OF GRINDING OR "	GRITTING	" THE TEETH , PARTICULARLY DURING SLEEP .
E . 3. MEETINGS -- REGULAR MEETINGS OR	CONTINUING	EDUCATION COURSES WHEN THE DENTIST WILL BE

FIGURE # 10: SAMPLE GRAMMATICAL CODES

CODE	EXPLANATION	EXAMPLES
ACO	An adjective (A) with the comparative ending (C), and used both with nouns and as a verbal complement (O).	taller bigger greener
APO	An adjective (A), which takes endings when compared, but which occurs here in its positive form (P) and which is used both with nouns and as a verbal complement (O).	tall big green
ASO	An adjective (A), with the superlative ending (S), and used both with nouns and as a verbal complement (O).	tallest biggest greenest
AUO	An adjective (A) which does not take endings when compared (U), and which is used both before nouns and as a complement with verbs (O).	famous formal
AUR	An adjective (A) which does not take endings (U), and which is used only before nouns (R).	main former same
CA	A conjunction (C) which introduces relative (A) clauses.	that
CDF	A conjunction (C) which introduces adverbial (D) clauses which are conditional (F).	if
CDG	A conjunction (C) which introduces adverbial (D) clauses of concession (G).	though
CDT	A conjunction (C) which introduces adverbial (D) clauses of time (T).	when

DOCUMENTS

TXTPRO PROTOCOLS

(From Berry et. al., (9) pg. 105-106)

EXHIBIT 18

TEXT ENTRY PROTOCOLS
FOR IBM-PC AND IBM-COMPATIBLE COMPUTERS

Rules to follow when text is entered into a computer system for subsequent analysis by TXTPRO:

- Computer system protocols:
  - System must have MS/DOS or PC/DOS operating system
  - System must have at least 1 disk drive
  - System must support data entry through an editor and storage of resultant file on a floppy diskette
  - System must be able to run the TXTPRO program
  - Backup text during key entry to diskette approximately after every input page has been completed
  - Backup entire diskette containing input text files at least daily
  - If different systems are to be used for data entry and execution, then verify compatibility of these two systems.
- TXTPRO protocols:
  - Input text must be in a disk file with records 80 characters in length, maximum
  - Each input text file line must end with an ASCII 013 end-of-line character
  - No text item can be longer than 20 characters, or it will be truncated on the right end
  - No text item can be continued onto the following line of the input file
  - At least one blank space must separate text items on a line of input text
  - Non-print characters may not be used instead of blank characters
  - Extra blanks anywhere on an input text line are allowed
  - Text items may begin in column 1 or end in column 80
  - If an item ends in column 80, the next item may begin in column 1 of the next input text line

- Linguistic protocols:

  - All punctuation marks occurring at the end of a text item will be separated automatically by TXTPRO

  - Do not enter double quotation marks (")

  - If parentheses ( ) or brackets [ ] are entered, leave at least one blank space between ( ) and [ ] and text item

  - Upper-case in the input text will be ignored by TXTPRO

  - Multiple-item semantic units should be joined by a hyphen (-) and no blank spaces

EXHIBIT 17

ITEMS OR FORMATS INAPPROPRIATE FOR DATA ENTRY OR COMPUTER ANALYSIS

- Graphic symbols that are representations of technical terms
- Characters in a non-Latin alphabet system, such as Greek, Russian or Chinese
- Charts, tables, columnar listings that are not read from left to right, row by row
- Figures, pictures, diagrams, flow charts
- Exponents and subscripts, square roots
- Descriptions or labels appearing under a sentence, referring to specific items in the sentence.

HOW TO RUN TXTPRO

(Berry et. al., (9) pp. 99-104)

EXHIBIT 16

GUIDE FOR RUNNING TXTPRO
On IBM-PC and IBM-Compatible Computers

1. Boot up computer. Have PCDOS/MSDOS/TXTPRO disk in Drive A; your data disk in Drive B. Make sure printer is on-line.

2. Computer will give the prompt: A>

3. Type in DIR B: to ensure the input file is on the disk. This should be a copy of the file, and the only file on the disk.

4. Computer will give the prompt: A>

5. Type in TXTPRO TOP SAVE

6. Computer will list program information for about 15-20 seconds.

7. Computer will show:

TXTPRO
Text Processing System

(Hit any key to begin)

8. Hit any key on the typewriter portion of the keyboard.

9. Computer will show:

Diskette in Drive A: must have TXTPRO program. Insert diskette with input text and scratch space in Drive B:.
(Hit any key when ready.)

10. Hit any key on the typewriter portion of the keyboard.

11. Computer will show:

Enter name of input data file
Be sure to hit ENTER key when through.
(Default input file name is B:MYDATA.DAT)
?

12. Type in B:(FILENAME)

13. Computer will show:

Now analyzing and sorting the input text file . . .

(You will hear the disk drives in operation.)

14. Computer will show:

    Want an alphabetic word-frequency listing? (Y/N)

15. Type in [Y]

16. Computer will show:

    Now preparing word frequency analysis . . .
    (Be sure printer is on-line.)

    (Printer will begin printing the listing immediately after advancing the page.)

17. Computer will:

    beep
    and print:

    Want a frequency-order word-frequency report? (Y/N)

18. Pull out listing; advance paper.

19. Type in [Y]

20. Computer will show:

    Frequency-order word-frequency report now in process . . .

    (You will hear the disk drives in operation.)

21. Computer will show:

    Now printing frequency-order word-frequency listing . . .
    (Be sure printer is on-line.)

    (Printer will begin printing the listing immediately after advancing the page.)

22. Computer will:

    beep
    and print:

    Want a reverse-alphabetic word-frequency report? (Y/N)

23. Pull out listing; advance paper.

24. Type in [Y]

25. Computer will show:

    Reverse-alphabetic word-frequency report now in preparation . . .

    (You will hear the disk drives in operation.)

26. Computer will show:

    Now printing reverse-alphabetic word-frequency listing . . .
    (Be sure printer is on-line.)

    (Printer will begin printing the listing immediately after advancing the page.)

27. Computer will show:

    End of report.
    and will:
    buzz
    and print:

    Want an alphabetic-order concordance report? (Y/N)

28. Pull out listing; advance paper.

29. Type in [Y]

30. Computer screen will go blank, then print:
    Now preparing input text for concordance generation.

    (You will hear the disk drives in operation. This can take a very long time, depending on the size of the input file.)

31. Computer will beep.

32. Computer will show:

    Enter number of item at which concordance will begin.
    Be sure to hit RETURN key after entering number.
    (Just hit RETURN key to start at beginning of text.)
    Starting number?

33. Hit [RETURN]

34. Computer will show:

    Concordance generation will begin at item #1
    OK? (Y/N)

35. Type in [Y]

36. Computer will show:

The following items will be filtered from the KWIC output:

the
a
and
of
an
to
for
in
(all punctuation)
(all numbers)
Enter number of next action (1, 2 or 3)
1 — Keep list of items as it is.
2 — Drop an item from the list.
3 — Replace an item on the list.

37. Type in [1]

38. Computer will show:

Concordance length 80 or 132?
1 — Produce 80-column concordance.
2 — Produce 132-column concordance.

39. Type in [2] (if your printer can print 132 characters to a line)

40. Computer will show:

Concordance building continues . . .

(You will hear the disk drives in operation.)

41a. If all of the data in the input file can be printed in one concordance, the computer will show:

Now printing sorted concordance on line printer . . .

b. If all of the data in the input file cannot be printed in one concordance, the computer will show:

Maximum disk capacity reached.
Concordance generation is halted.
Last text item was (do).
This was item number (1337) in the input text.

Last concordance line generated was:

; the ability to spell words correctly. the ability to do basic arithmetic: to check figures for

(You will hear the disk drives in operation; the above message will remain on the screen. You do not need to type anything in. If you will be running another concordance after this one is printed out, you will ask for the starting number of the item following the last item processed -- #1338 in above example.)

42. Computer will show:

    Now printing sorted concordance on line printer . . .

43. Computer will:

    beep
    and will show:

    Want to produce another concordance report segment? (Y/N)

44a. If Step 41a. occurred, there will be no further data to process and you should type in [N]. The computer will show:

    Now leaving the TXTPRO batch file . . .
    A>

b. If Step 41b. occurred, you may want to produce another concordance segment. If so, type in [Y]. Computer will repeat steps 32-43. Remember to enter the next item (1338 in this sample), not item 1.

45. If the data were not all processed, the steps will be repeated. If not, end TXTPRO by typing [N] and the message in 44a. will appear.

46. Take out concordance listing from printer. Take out disks. Turn computer and printer off.

FREQUENCY INDEX OF:

FUNCTION WORDS

SUBTECHNICAL WORDS

TECHNICAL WORDS FOR 6 FIELDS

(Berry et. al., (9), pp. 41-52)

Key to Vocational Terminology Listings

1. Includes all words with SFI (Standard Frequency Index) of 70.0 or higher - 111 words.

2. SFI of 65.6 to 70.0, 154 words

3. SFI of 58.9 to 65.6, 815 words

4. SFI of 49.6 to 58.9, 4,240 words

All four lists cover 5,320 words or 90% of running count in General English.*

CODES

ADP: Words are ranked in order of frequency of occurrence in the 6 occupational areas; 1 is the most frequent, 2 is the second most frequent, etc.

G.E.: Words are ranked by categories, numbered 1-4. Category 1 contains the most frequently occurring words in general English, and Category 4 contains the least frequently occurring words in general English.*

FIELDS: The first number represents the number of occupational areas in which the word occurred at least one time. The numbers in parentheses are code numbers for the occupation in which the word occurred. The codes for the fields are:

1 = Auto Mechanics
2 = House Repair
3 = Data Entry/Keypunch
4 = Dental Assisting
5 = Electricity
6 = Food Service

* Source: Singleton, Carlton. (1980) "A Survey of the Frequency of Lexical Items in General English." Arlington, VA: Precision Teaching, Inc.

FUNCTION WORDS

WORD	# ADP	# G.E.	# FIELDS
the	1	1	6
of	2	1	6
to	3	1	6
and	4	1	6
a	5	1	6
is	6	1	6
in	7	1	6
be	8	1	6
or	9	1	6
are	10	1	6
for	11	1	6
it	12	1	6
with	13	1	6
on	14	1	6
as	15	1	6
that	16	1	6
will	17	1	6
by	18	1	6
this	19	1	6
from	20	1	6
on	21	1	6
when	22	1	6
you	23	1	6
at	24	1	6
used	25	2	6
if	26	1	6
can	27	1	6
not	28	1	6
into	30	1	6
one	31	1	6
may	32	1	6
use	33	1	6
which	34	1	6
have	36	1	6
has	37	1	6
must	38	2	6
through	39	1	6
all	40	1	6
should	42	2	6
two	43	1	6
up	45	1	6
they	46	1	6
each	47	1	6
other	50	1	6
also	51	2	5
more	54	1	6
these	58	1	6
some	59	1	5

FUNCTION WORDS, p. 2

WORD	# ADP	# G.E.	# FIELDS
between	61	2	6
its	62	1	4
than	63	1	6
then	66	1	5
out	69	1	6
so	70	1	5
any	74	2	6
such	76	2	5
do	80	1	6
down	83	1	6
first	88	1	6
most	90	1	6
both	91	2	5
your	93	1	5
before	94	1	6
there	99	1	5
but	100	1	5
how	108	1	5
them	118	1	5
been	121	1	6
using	124	3	6
no	125	1	6
usually	141	3	5
what	142	1	4
their	148	1	5
would	149	1	4
many	154	1	4
does	185	2	6
however	190	2	4
three	192	2	5
where	193	1	4
very	198	1	4
being	221	2	5
too	320	2	4

SUBTECHNICAL WORDS

WORD	# ADP	# G.E.	# FIELDS
water	41	1	5
surface	48	3	4
pressure	49	4	4
oil	52	3	3
system	55	3	4
air	56	2	4
type	60	3	5
work	71	2	5
current	72	4	3 (1,3,5)
end	73	2	5
area	75	3	5
time	78	1	6
position	79	3	6
circuit	82	4	3 (1,2,5)
make	84	1	5
side	85	2	5
unit	87	3	6
made	89	1	6 see 84
place	92	2	5
cut	95	3	3 (1,2,6)
placed	96	3	4 see 92
line	97	3	4
field	101	3	3 (1,3,5)
same	102	2	5
over	103	1	5
small	104	2	4
only	105	1	6
see	106	1	5
wall	107	3	3
around	109	2	5
remove	110	4	5
power	111	3	4
top	112	3	5
heat	113	3	4
turn	114	3	5
high	115	2	5
after	116	1	5
number	119	2	6
off	123	2	5
right	126	2	6
material	128	3	4
control	130	3	5
open	131	3	5
steel	132	4	4
note	134	2	5
operator	135	-	3
speed	136	3	4
part	137	2	5

SUBTECHNICAL WORDS, p. 2

WORD	# ADP	# G.E.	# FIELDS
center	138	4	4
metal	139	4	3
parts	140	2	4
dry	143	3	3
types	146	3	5 see 60
under	147	2	4
wire	150	3	4
form	152	2	4
long	156	1	5
back	157	1	5
set	158	2	5
hand	160	2	4
about	161	1	5
until	162	2	6
left	163	2	6
against	164	3	4
point	166	3	4
during	167	2	4
size	171	3	6
called	172	1	5
job	174	3	4
provide	175	4	3
necessary	176	3	5
primary	177	4	2
clean	179	3	3
another	180	2	5
front	182	3	3
surfaces	187	3	2 (2,5) see 48
temperature	188	3	3
amount	194	3	4
cause	199	3	5
good	200	1	5
will	201	2	5
without	202	2	5
keep	203	2	4
prevent	204	4	4
shown	205	3	3
check	207	3	5
either	208	3	8
switch	173	4	5
contact	211	4	3
special	212	3	3
length	214	3	4
inch	216	3	3
designed	218	4	2 (1,4)
light	222	2	6
bottom	225	3	3
inches	227	3	2 (2,6) see 216

SUBTECHNICAL WORDS, p. 3

WORD	# ADP	# G.E.	# FIELDS	
new	228	1	4	
action	233	3	3	
body	234	3	3	
together	235	2	4	
because	237	2	4	
materials	239	3	4	see 128
second	242	2	5	
close	243	3	5	
low	244	3	4	
opening	245	3	3	
way	246	1	3	
level	250	3	4	
per	251	3	4	
possible	252	3	4	
angle	255	4	3	
inside	258	3	3	
often	259	2	3	
removed	260	4	4	
equipment	263	4	4	
several	265	3	4	
electrical	267	4	4	
allow	268	4	4	
lower	269	3	5	
large	271	2	4	
cutting	272	3	3	
basic	279	3	6	
liquid	280	4	3	
complete	285	3	4	
room	287	3	4	
available	288	4	3	
generally	289	4	3	
less	290	3	5	
procedure	293	4	2	
portion	295	4	3	
need	296	2	3	
proper	297	4	4	
across	298	2	4	
even	300	2	3	
always	303	2	5	
lines	304	3	3	
means	305	3	4	
base	306	3	4	
holes	309	3	3	
applied	311	4	2	
heavy	312	3	4	
hot	313	3	3	
operation	314	4	3	

SUBTECHNICAL WORDS, p. 4

WORD	# ADP	# G.E.	# FIELDS
aluminum	315	4	3
free	316	3	3
service	317	4	3
uses	318	3	4
much	319	1	3
ground	322	3	3
various	323	3	3
forms	327	3	3
produce	331	3	2
sure	332	3	2
while	335	2	3
color	336	3	4
cover	337	3	3
just	338	1	4
sides	339	3	3
device	341	4	2
handle	342	4	3
shape	343	3	3
enough	345	2	2
connected	346	4	3
plastic	348	4	4
feet	349	2	2
function	350	4	3
tools	351	4	3
within	352	3	2
above	353	2	4
weight	355	3	2
outside	357	3	2
process	358	3	2
section	359	3	3
series	360	4	3
table	364	3	3
press	365	4	2
since	366	2	4
electric	369	3	4
move	372	3	3
avoid	373	4	3
name	375	2	3
smooth	377	4	2
construction	378	4	2
ends	379	3	2
operating	382	4	3
direction	385	3	2
paper	386	2	3
needed	391	3	3
areas	394	3	4
certain	396	3	3
passes	404	3	2

SUBTECHNICAL WORDS, p. 5

WORD	# ADP	# G.E.	# FIELDS	
entire	407	4	3	
design	409	4	2	
electricity	411	4	2	see 369, 267
chapter	414	4	2	
following	415	2	2	
thus	417	3	2	
space	424	3	3	
study	425	2	2	
information	427	3	3	
iron	428	3	2	
specific	433	4	3	
secondary	437	-	2	
take	439	2	3	
toward	440	3	2	
closed	444	3	2	
energy	445	3	2	
fill	451	3	3	
main	452	3	2	
mix	453	4	2	
give	458	2	3	
sometimes	462	2	2	
never	466	2	2	
replace	477	4	2	
similar	479	3	2	
below	482	2	2	
important	483	2	3	
next	486	2	2	
now	487	1	3	
effect	491	4	2	

TECHNICAL WORDS

WORD	# ADP	# G.E.	# FIELDS
engine	35	3	1(1)
valve	44	-	3
tooth	53	4	1(4)
teeth	57	3	2(1,4)
piston	64	-	1(1)
gear	65	4	1(1)
cylinder	67	4	2(1,4)
dental	68	-	1(4)
patient	77	4	1(4)
shaft	86	4	2(1,6)
voltage	117	-	2(1,5)
assistant	120	-	1(4)
fuel	122	4	1(1)
card	127	4	1(3)
wood	129	3	1(2)
brake	133	4	1(1)
film	144	4	1(4)
flow	145	4	2(1,5)
food	151	2	2(4,6)
paint	153	4	1(2)
spring	155	3	2(1,2)
wheel	159	4	2(1,6)
car	165	3	1(1)
key	168	3	1(3)
vacuum	169	4	2(1,4)
program	170	4	2(3,4)
force	173	3	2(1,5)
record	178	3	2(3,5)
machine	183	3	2(3,6)
clutch	184	-	1(1)
drive	186	3	2(1,2)
cavity	189	-	1(4)
ring	191	3	1(1)
transmission	195	-	1(1)
battery	196	4	1(1)
rod	197	4	2(1,5)
preparation	209	4	2(4,6)
head	213	2	3(1,2,4)
pump	215	4	1(1)
bearing	217	4	1(1)
pipe	219	4	2(1,2)
steering	223	4	1(1)
tissue	224	4	1(4)
door	226	3	2(2,6)
exhaust	229	-	1(1)
data	230	4	1(3)

TECHNICAL WORDS, p. 2

WORD	# ADP	# G.E.	# FIELDS
block	231	4	2(1,2)
joints	232	-	2(1,2)
coil	236	-	1(1)
torque	238	-	1(1)
joint	240	4	2(1,2) (see 232)
oral	241	-	1(4)
mouth	247	3	1(4)
brush	248	4	3(2,4,6)
resistance	249	4	2(1,5)
rubber	253	4	2(1,4)
blade	254	4	3(2,4,6)
enamel	256	-	1(4)
gasoline	257	4	1(1)
concrete	261	4	1(2)
crankshaft	262	-	1(1)
points	264	3	2(1,5)
engines	270	3	1(1) see 35
disk	273	-	1(3)
hole	274	3	2(1,2)
cement	275	4	2(2,4)
floor	276	3	2(2,6)
mortar	277	-	1(2)
intake	278	-	1(1)
plate	281	4	3(1,2,6)
rear	282	4	1(1)
axle	283	-	1(1)
his	284	1	1(4)
plug	286	-	2(1,2)
mixture	294	4	1(1)
walls	299	3	1(2)
saw	301	2	1(2)
carburetor	307	-	1(1)
generator	308	-	1(1)
finish	310	4	1(2)
cooling	321	-	1(1)
frame	325	4	3(1,2,6)
pan	326	4	1(6)
solution	328	4	2(4,6)
tank	329	4	2(1,2)
housing	330	-	1(1)
treatment	333	4	1(4)
wheels	334	4	1(1)
crown	340	4	1(4)
stroke	344	4	1(1)
dam	345	4	1(4)
gold	354	3	1(4)
cylinders	357	-	1(1) see 67

TECHNICAL WORDS, p. 3

WORD	# ADP	# G.E.	# FIELDS
tire	361	4	1(1)
dentist	362	-	1(4)
patient's	363	-	1(4) see 77
spark	367	4	1(1)
compound	368	4	2(2,4)
ignition	370	-	1(1)
mode	371	-	1(3)
electrons	374	4	2(1,5)
restoration	376	-	1(4)
gears	380	-	1(1) see 65
tiles	383	-	1(2)
diaphragm	384	-	1(1)
valves	387	-	1(1)
coat	388	4	1(2)
column	389	4	1(3)
house	390	2	2(2,5)
camshaft	395	-	1(1)
maxillary	397	-	1(4)
plane	398	3	2(2,4)
square	399	3	1(2)
throttle	400	-	1(1)
arm	401	3	1(1)
handpiece	402	-	1(4)
occlusal	403	-	1(4)
pulp	405	-	1(4)
charge	406	4	2(1,5)
timing	408	-	1(1)
edge	410	3	1(2)
foods	412	2	2(4,6)
instrument	416	4	1(4)
anesthesia	418	-	1(4)
apply	419	4	1(2)
connecting	420	4	2(1,5)
differential	421	-	1(1)
fluid	422	-	1(1)
rotor	423	-	1(1)
dentin	426	-	1(4)
magnetic	429	4	1(1)
sand	430	3	1(2)
horsepower	431	-	1(1)
screw	432	-	2(1,2)
assembly	434	4	1(1)
drain	435	-	2(2,6)
gingival	436	-	1(4)
shoes	438	3	2(1,6)
ball	442	3	2(1,5)
cam	443	-	1(1)

TECHNICAL WORDS, p. 4

WORD	# ADP	# G.E.	# FIELDS
shows	446	3	2(1,5)
surgical	447	-	1(4)
attached	449	4	1(1)
diameter	450	4	2(1,2)
placement	454	-	1(4)
chamber	455	4	1(1)
compression	456	-	1(1)
general	457	3	1(4)
mandibular	459	-	1(4)
old	460	2	1(2)
rings	461	3	1(1)
tile	463	-	1(2) see 383
full	464	3	2(1,6)
meat	465	3	1(6)
office	467	3	1(4)
sheet	468	4	1(6)
ceiling	469	4	1(2)
face	470	3	2(1,2)
foil	471	-	2(4,5)
mounted	472	4	2(1,2)
operate	473	4	2(1,6)
pinion	474	-	1(1)
punch	475	-	1(3)
punched	476	-	1(3)
roller	478	-	2(1,2)
turns	480	3	1(1)
wear	481	3	2(1,2)
instruments	484	4	1(4) see 416
knife	485	4	2(2,6)
windows	488	3	1(2)
bearings	489	-	1(1)
case	490	3	2(1,5)
file	492	4	2(2,4)
known	493	3	1(4)
manifold	494	-	1(1)
nails	495	4	1(2)
negative	496	4	2(1,5)
output	497	4	1(1)
pattern	498	3	2(2,4)
return	499	3	2(1,3)
springs	500	3	1(1)

SAMPLE TXTPRO WORD PROCESSING

TEXT ANALYSIS

ALPHABETIC ORDER WITH FREQUENCY COUNT

TXTPRO Text Processing System

Word-Frequency Summary for Text in File b:wp6.ibm

Alphabetic Order

Text Item	Frequency
(	7
)	7
,	33
--	27
.	79
:	30
;	36
a	22
ability	4
according	2
accordingly	1
accurately	1
addressee	1
addresses	1
adjust	2
advantages	2
again	1
an	3
and	37
any	2
appropriate	1
approximate	1
are	6
area	2
arrange	1
arts	1
as	3
at	5
attention	1
automatically	1
available	1
back	3
be	11
been	1
before	2
beginning	1
being	2
better	1
between	1
body	1
book	1
books	1
both	1
by	7
can	3
capabilities	1
capitalization	1
capturing	1
carbon	2
card	2
cards	1
carefully	1
cassette	1
cassettes	1
categorized	1

cassettes	1
categorized	1
centralized-recording	1
check	1
checked	1
clarified	1
clean	1
clear	1
clearly	1
closely	1
closing	2
combination	1
complimentary	1
concentrate	1
confusing	3
connected	2
consists	1
consulting	1
contact	1
control	6
controls	1
copies	2
copy	2
correct	3
correcting	1
cover	2
cueing	1
day	1
dear	2
[illegible]	1
definitions	1
depressing	1
desk	3
desk-top	2
determine	3
develop	1
device	6
devices	2
dictate	3
dictated	3
dictates	1
dictating	3
dictation	19
dictation/transcription	4
dictator	6
dictator's	4
dictionary	1
difficulty	1
directions	1
disadvantages	2
disc	1
discrete	5
discs	1
distribute	1
division	1
do	2
document	1
documents	1
during	1
e	2
each	5
easier	2
editing	1
efficiency	1
effort	1
either	3
electronic	1
eliminate	1

either	3
electronic	1
eliminate	1
enables	1
enclosed	1
enclosures	1
end	2
endless	3
entered	1
envelopes	1
equipment	8
errors	2
etc	4
even	1
faster	1
features	1
few	1
file	1
filed	1
final	1
find	1
first	1
floppy	1
follow	1
following	4
foot	5
for	11
form	1
format	2
from	6
[illegible]	1
gets	1
group	2
hand-held	1
handbook	1
handling	1
has	1
headset	4
i	2
identifying	1
if	1
immediate	1
in	10
include	2
includes	1
increase	1
increases	1
indents,	1
index	1
indicate	2
indistinguishable	1
information	4
instructions	3
into	3
is	11
it	2
item	4
items	4
john	1
language	1
last	1
later	1
length	2
letter	1
letterhead	1
lines	3
listen	2
listening	6

pitch	1
place	1
placed	3
places	1
plain	1
play	3
playback	2
plugged	2
points	1
portable	1
precede	1
prepare	2
prepared	1
preview	1
priorities	1
priority	1
private	2
procedures	1
process	1
processed	1
produce	1
produced	1
produces	1
productivity	1
proofread	2
proper	1
properly	1
punctuate	1
punctuation	2
quickest	1
quickly	1
quotation	1
rapidly	1
recall	1
record	2
recorded	4
recording	11
refer	1
reference	3
references	1
remember	1
remove	1
removed	3
removing	2
repeated	1
replay	2
required	1
resistance	1
rhythm	1
run	1
s	3
said	1
salutation	1
saves	2
secretarial	1
see	1
self-contained	1
sense	1
sentences	2
set	1
shorthand	1
skills	6
slip	1
slur	1
smith	1
so	1
softness	1
speak	2
special	4

speak	2
special	4
speed	3
spell	1
spelling	2
start	1
steps	1
stop	1
stopping	1
store	2
styles	1
subject	1
such	2
supplies	3
switch	1
system	2
tank	1
tape	2
techniques	2
telephone	4
terms	1
than	1
that	11
the	76
then	2
these	2
thinking	1
this	1
three	1
throughout	1
time	4
title	1
to	43
together	1
tone	2
training	1
transcribe	6
transcribed	2
transcribing	4
transcript	2
transcription	17
transcriptionist	5
transcriptionist'	1
turn	2
type	1
typed	1
types	2
typewriter	5
typewriting	1
typewritten	1
typing	2
typist	1
understand	1
understanding	1
unit	28
units	1
up	1
usage	1
use	4
used	10
uses	2
utensils	1
verified	1
verify	1
voice	1
volume	2
whatever	1
when	1

whatever	1
when	1
which	9
who	3
will	2
wire	2
with	1
word	2
words	7
work	3
workload	1
you	2
your	1

Total items found in the input text: 1270
Total unique items found in the input text: 396

End of report.

SAMPLE TXTPRO WORD PROCESSING TEXT
ANALYSIS

REVERSE ALPHABETIC ORDER WITH
FREQUENCY COUNT

TXTPRO Text Processing System

Word-Frequency Summary for Text in File b:wp6.ibm

Reverse Alphabetic Order

Text Item	Frequency
operator'	2
transcriptionist'	1
(	7
)	7
,	33
--	27
.	79
:	30
;	36
a	22
area	2
media	7
electronic	1
magnetic	7
disc	1
etc	4
letterhead	1
proofread	2
workload	1
transcribed	2
placed	3
produced	1
needed	1
recorded	4
need	4
speed	3
plugged	2
clarified	1
verified	1
checked	1
filed	1
self-contained	1
typed	1
prepared	1
entered	1
required	1
enclosed	1
processed	1
used	10
located	2
repeated	1
dictated	3
connected	2
omitted	1
removed	3
categorized	1
said	1
hand-held	1
and	37
longhand	1
shorthand	1

and	37
longhand	1
shorthand	1
understand	1
end	2
find	1
method	1
card	2
record	2
word	2
e	2
be	11
transcribe	6
place	1
pace	1
office	1
voice	1
device	6
resistance	1
reference	3
produce	1
precede	1
outside	1
include	2
three	1
see	1
addressee	1
message	1
usage	1
language	1
arrange	1
the	76
make	3
indistinguishable	1
mailable	1
available	1
portable	1
file	1
title	1
name	3
time	4
volume	2
machine	2
outline	1
determine	3
telephone	4
microphone	2
tone	2
tape	2
type	1
are	6
prepare	2
wire	2
before	2
store	2
decrease	1
increase	1
phrase	1
these	2
sense	1
use	4
indicate	2
immediate	1
appropriate	1
approximate	1
eliminate	1
concentrate	1
dictate	1

BEST COPY AVAILABLE

dictate	3
punctuate	1
private	2
discrete	5
note	2
cassette	1
distribute	1
remove.	1
organize	3
off	1
if	1
of	26
transcribing	4
understanding	1
according	2
recording	11
being	2
cueing	1
thinking	1
handling	1
mailing	1
spelling	2
listening	6
training	1
beginning	1
stopping	1
typing	2
during	1
capturing	1
closing	2
depressing	1
confusing	3
operating	1
dictating	3
correcting	1
editing	1
typewriting	1
consulting	1
removing	2
following	4
identifying	1
each	5
which	9
pitch	1
switch	1
such	2
length	2
smith	1
with	1
both	1
i	2
speak	2
back	3
playback	2
check	1
tank	1
book	1
handbook	1
work	3
paperwork	1
desk	3
logical	2
pedal	5
special	4
secretarial	1
material	7
final	1
manual	2

material	1
final	2
manual	1
personnel	1
recall	1
spell	2
will	6
control	1
centralized-recordin	4
item	2
system	1
rhythm	6
from	1
form	6
medium	3
an	3
can	1
clean	1
than	1
been	1
between	2
then	1
when	2
listen	1
typewritten	1
even	1
john	10
in	1
again	1
plain	5
on	2
carbon	1
division	4
information	1
combination	19
dictation	1
quotation	1
salutation	2
punctuation	1
capitalization	1
attention	17
transcription	3
person	2
turn	1
run	2
do	3
who	1
memo	1
no	1
so	43
to	3
into	1
slip	1
develop	3
loop	2
desk-top	1
stop	1
up	2
group	2
dear	1
clear	1
remember	2
number	1
order	1
refer	1
gather	1
together	3
either	

either	3
other	1
easier	2
paper	3
proper	1
later	1
typewriter	5
faster	1
better	1
letter	1
whatever	1
cover	2
or	15
for	11
dictator	6
occur	1
slur	1
your	1
s	3
dictator's	4
as	3
has	1
discs	1
cards	1
words	7
places	1
devices	2
references	1
sentences	2
produces	1
includes	1
advantages	2
disadvantages	2
supplies	3
copies	2
capabilities	1
priorities	1
makes	1
enables	1
styles	1
names	3
lines	3
envelopes	1
types	2
procedures	1
enclosures	1
features	1
increases	1
phrases	1
addresses	1
uses	2
originates	1
dictates	1
notes	2
cassettes	1
techniques	2
saves	2
paragraphs	1
is	11
this	1
books	1
marks	1
materials	2
utensils	1
skills	6
controls	1
ms	1
items	4

controls	1
ms	1
items	4
terms	1
margins	1
notations	2
directions	1
instructions	3
definitions	1
steps	1
errors	2
process	1
endless	3
loudness	1
softness	1
gets	1
units	1
indents	1
documents	1
points	1
arts	1
consists	1
at	5
that	11
format	2
contact	1
subject	1
correct	3
set	1
headset	4
it	2
unit	28
equipment	8
document	1
not	2
foot	5
transcript	2
start	1
effort	1
last	1
quickest	1
transcriptionist	5
typist	1
first	1
adjust	2
out	1
throughout	1
you	2
few	1
preview	1
follow	1
index	1
day	1
play	3
replay	2
may	1
pay	1
by	7
efficiency	1
body	1
money	1
verify	1
rapidly	1
closely	1
accurately	1
accordingly	1
quickly	1
automatically	1

quickly	1
automatically	1
mentally	1
carefully	1
clearly	1
properly	1
neatly	1
permanently	1
any	2
copy	2
floppy	1
dictionary	1
complimentary	1
ability	4
priority	1
productivity	1
difficulty	1
dictation/transcript	4

End of report.

SAMPLE TXTPRO WORD PROCESSING

TEXT ANALYSIS

DESCENDING WORD FREQUENCY ORDER

TXTPRO Text Processing System

Word-Frequency Summary for Text in File b:wp6.ibm

Descending Frequency Order

Text Item	67	Frequency

Text-Item	Frequency
.	79
the	76
to	43
and	37
;	36
,	33
:	30
unit	28
--	27
of	26
a	22
dictation	19
transcription	17
or	15
that	11
recording	11
is	11
for	11
be	11
used	10
in	10
which	9
equipment	8
words	7
media	7
material	7
magnetic	7
by	7
)	7
(	7
transcribe	6
skills	6
medium	6
listening	6
from	6
dictator	6
device	6
control	6
are	6
typewriter	5
transcriptionist	5
pedal	5
on	5
foot	5
each	5
discrete	5
at	5
use	4
transcribing	4
time	4
telephone	4
special	4
recorded	4
need	4
items	4
item	4
information	4
headset	4
following	4
etc	4
dictator's	4
dictation/transcript	4
ability	4
work	3
who	3

who	3
supplies	3
speed	3
s	3
removed	3
reference	3
play	3
placed	3
person	3
paper	3
organize	3
names	3
name	3
make	3
loop	3
lines	3
into	3
instructions	3
endless	3
either	3
dictating	3
dictated	3
dictate	3
determine	3
desk	3
correct	3
confusing	3
can	3
back	3
[illegible]	3
an	3
you	2
word	2
wire	2
will	2
volume	2
uses	2
typing	2
types	2
turn	2
transcript	2
transcribed	2
tone	2
these	2
then	2
techniques	2
tape	2
system	2
such	2
store	2
spelling	2
speak	2
sentences	2
saves	2
replay	2
removing	2
record	2
punctuation	2
proofread	2
private	2
prepare	2
plugged	2
playback	2
operator	2
number	2
notes	2
note	2
notations	2

notes	2
note	2
notations	2
not	2
microphone	2
materials	2
manual	2
machine	2
logical	2
located	2
listen	2
length	2
it	2
indicate	2
include	2
i	2
group	2
format	2
errors	2
end	2
easier	2
e	2
do	2
disadvantages	2
devices	2
desk-top	2
dear	2
cover	2
copy	2
copies	2
connected	2
closing	2
card	2
carbon	2
being	2
before	2
area	2
any	2
advantages	2
adjust	2
according	2
	0
your	1
workload	1
with	1
when	1
whatever	1
voice	1
verify	1
verified	1
utensils	1
usage	1
up	1
units	1
understanding	1
understand	1
typist	1
typewritten	1
typewriting	1
typed	1
type	1
transcriptionist	1
training	1
together	1
title	1
throughout	1
three	1
this	1

three	1
this	1
thinking	1
than	1
terms	1
tank	1
switch	1
subject	1
styles	1
stopping	1
stop	1
steps	1
start	1
spell	1
softness	1
so	1
smith	1
slur	1
slip	1
shorthand	1
set	1
sense	1
self-contained	1
see	1
secretarial	1
salutation	1
said	1
run	1
rhythm	1
resistance	1
required	1
repeated	1
remove	1
remember	1
references	1
refer	1
recall	1
rapidly	1
quotation	1
quickly	1
quickest	1
punctuate	1
properly	1
proper	1
productivity	1
produces	1
produced	1
produce,	1
processed	1
process	1
procedures	1
priority	1
priorities	1
preview	1
prepared	1
precede	1
portable	1
points	1
plain	1
places	1
place	1
pitch	1
phrases	1
phrase	1
personnel	1
permanently	1
pay	1
paragraphs	1

pay	1
paragraphs	1
paperwork	1
pace	1
outside	1
outline	1
out	1
other	1
originates	1
order	1
operating	1
omitted	1
office	1
off	1
occur	1
no	1
needed	1
neatly	1
ms	1
money	1
method	1
message	1
mentally	1
memo	1
may	1
marks	1
margins	1
makes	1
mailing	1
[illegible]	1
loudness	1
longhand	1
letterhead	1
letter	1
later	1
last	1
language	1
john	1
indistinguishable	1
index	1
indents	1
increases	1
increase	1
includes	1
immediate	1
if	1
identifying	1
has	1
handling	1
handbook	1
hand-held	1
gets	1
gather	1
form	1
follow	1
floppy	1
first	1
find	1
final	1
filed	1
file	1
few	1
features	1
faster	1
even	1
envelopes	1
entered	1
enclosures	1

entered	1
enclosures	1
enclosed	1
enables	1
eliminate	1
electronic	1
effort	1
efficiency	1
editing	1
during	1
documents	1
document	1
division	1
distribute	1
discs	1
disc	1
directions	1
difficulty	1
dictionary	1
dictates	1
develop	1
depressing	1
definitions	1
decrease	1
day	1
cueing	1
correcting	1
controls	1
contact	1
consulting	1
consists	1
concentrate	1
complimentary	1
combination	1
closely	1
clearly	1
clear	1
clean	1
clarified	1
checked	1
check	1
centralized-recordin	1
categorized	1
cassettes	1
cassette	1
carefully	1
cards	1
capturing	1
capitalization	1
capabilities	1
both	1
books	1
book	1
body	1
between	1
better	1
beginning	1
been	1
available	1
automatically	1
attention	1
arts	1
arrange	1
approximate	1
appropriate	1
again	1
addresses	1
addressee	1

again	1
addresses	1
addressee	1
accurately	1
accordingly	1
	0

End of report.

SAMPLE

TXTPRO PC CONCORDANCE

ALPHABETIC

TITPRO Text Processing System

Concordance for Input Text b:wp6.iba

Starting at Item #1

. terms and definitions : dictation unit —	a	device into which information can be entered and
from recorded dictation . transcription unit —	a	device used to play back recorded dictation for
nit -- three styles of desk-top units are available :	a	dictation unit , a transcription unit , a
. dictator — the person who originates paperwork ;	a	person who dictates copy for transcription into
). discrete media equipment -- this equipment uses	a	recording medium which can be removed (i . e . ,
screte media equipment . portable dictation unit —	a	self-contained , hand-held unit which enables the
of desk-top units are available : a dictation unit ,	a	transcription unit , a combination unit with both
can be removed from the dictation unit and placed in	a	transcription unit for play back or filed for
ffice at any time . the recording medium is placed in	a	transcription unit for the typist to transcribe .
disc , magnetic card) . transcribe -- to produce	a	typed document from recorded dictation .
and transcription . logical thinking skills — the	ability	to determine information that is needed or that
aterial is to be transcribed . editing skills — the	ability	to find and correct any errors that occur during

disc , agnetic card) . Transcribe -- to produce	a	typed document from recorded dictation .
and transcription . logical thinking skills -- the	ability	to determine information that is needed or that
aterial is to be transcribed . editing skills -- the	ability	to find and correct any errors that occur during
etc . transcription skills : listening skills -- the	ability	to pay attention , concentrate , and understand
, and word usage . typewriting skills -- the	ability	to rapidly and accurately record on paper whatever
or each item to be prepared . transcribe the material	according	to priorities . proofread the transcript before
ference materials . organize materials to be dictated	according	to priority . use index slip or electronic cueing
th of the dictation and set the typewriter margins	accordingly	. determine the correct format for each item to be
typewriting skills -- the ability to rapidly and	accurately	record on paper whatever material is to be
ubject or reference notations ; salutation and name of	addressee	(dear john or dear as . smith) ; body of
, etc . spell out proper names , confusing names ,	addresses	, etc . dictate in the following order : your name
peed of the dictation . tone control device -- used to	adjust	the pitch of the dictator's voice . recall switch
that need to be clarified ; special instructions .	adjust	the volume , speed , and tone controls . determine
disadvantages of dictation/transcription equipment :	advantages	: saves time and effort ; gets work processed
-- which are located at each dictator's desk .	advantages	and disadvantages of dictation/transcription
words , then depressing the foot pedal and listening	again	. (note : these steps are repeated throughout the
endless loop system -- dictation equipment which uses	an	endless loop of magnetic tape permanently enclosed
clearly . do not slur or run words together . speak at	an	even pace . dictate capitalization , punctuation ,
: organize for dictation : make notes . prepare	an	outline of points to cover . gather reference
machine transcription . terms	and	definitions : dictation unit -- a device into
hich are located at each dictator's desk . advantages	and	disadvantages of dictation/transcription equipment
discrete media can be removed from the dictation unit	and	placed in a transcription unit for play back or
desk . the medium is removed from the recording unit	and	placed in the transcription unit . transcription
nit -- a device into which information can be entered	and	recorded . dictator -- the person who originates
volume control device -- used to control the loudness	and	softness of the dictation . foot pedal -- used to
ftness of the dictation . foot pedal -- used to start	and	stop dictation and to replay the dictation .
recording media -- magnetic supplies used to record	and	store information (i . e . , floppy disc ,
handling of the recording medium . the recording unit	and	the transcription unit are connected either by
. foot pedal -- used to start and stop dictation	and	to replay the dictation . headset -- used to
[illegible] -- the ability to find and correct	any	errors that occur during dictation and
e dictator to dictate material outside the office at	any	time . the recording medium is placed in a
the machine at the end of the day . store supplies in	appropriate	places .
e volume , speed , and tone controls . determine the	approximate	length of the dictation and set the typewriter
. desk-top unit -- three styles of desk-top units	are	available : a dictation unit , a transcription
. the recording unit and the transcription unit	are	connected either by private wire or telephone
devices -- a microphone or a telephone -- which	are	located at each dictator's desk . advantages and
devices -- a microphone or a telephone -- which	are	located at each dictator's desk . the medium is
nit is plugged in and that the headset and foot pedal	are	plugged in . place the recording medium in the
foot pedal and listening again . (note : these steps	are	repeated throughout the transcription process .)
removing it from the typewriter . clean up the work	area	: turn off the transcription unit and typewriter .
typewriter . transcribing procedures : organize work	area	and arrange material neatly on the desk . you will
. transcribing procedures : organize work area and	arrange	material neatly on the desk . you will need the
and understand that which is being said . language	arts	skills -- these include spelling , punctuation ,
(letter , memo , etc .) ; instructions , such	as	: format , number of copies , mailing notations ;
paper ; correcting utensils ; reference books , such	as	: secretarial handbook ; operator' s manual for
roughout the transcription process .) correct errors	as	you transcribe so a mailable copy will be produced
clearly . do not slur or run words together . speak	at	an even pace . dictate capitalization ,
the dictator to dictate material outside the office	at	any time . the recording medium is placed in a
-- a microphone or a telephone -- which are located	at	each dictator's desk . advantages and
-- a microphone or a telephone -- which are located	at	each dictator's desk . the medium is removed from
ecording medium and file properly . cover the machine	at	the end of the day . store supplies in appropriate
skills : listening skills -- the ability to pay	attention	, concentrate , and understand that which is being
of the dictator's voice . recall switch -- used to	automatically	replay the last few words of the dictation .
desk-top unit -- three styles of desk-top units are	available	: a dictation unit , a transcription unit , a
unit -- used by the transcriptionist to play	back	material for typing . each unit consists of a :
unit and placed in a transcription unit for play	back	or filed for later use . types of discrete media
dictation . transcription unit -- a device used to play	back	recorded dictation for transcribing .
the following items : spelling of words that need to	be	checked ; names that need to be verified ;
to be verified ; indistinguishable words that need to	be	clarified ; special instructions . adjust the
. gather reference materials . organize materials to	be	dictated according to priority . use index slip or
cation unit -- a device into which information can	be	entered and recorded . dictator -- the person who
. determine the correct format for each item to	be	prepared . transcribe the material according to
errors as you transcribe so a mailable copy will	be	produced . verify confusing items by : listening
-- this equipment uses a recording medium which can	be	removed (i . e . , magnetic card , cassette) .
e . , magnetic card , cassette) . discrete media can	be	removed from the dictation unit and placed in a
nd accurately record on paper whatever material is to	be	transcribed . editing skills -- the ability to
preview the dictation . listen to the first item to	be	transcribed from beginning to end . mentally
of words that need to be checked ; names that need to	be	verified ; indistinguishable words that need to be

. preview the dictation . listen to the first item to	be	transcribed from beginning to end . mentally
of words that need to be checked ; names that need to	be	verified ; indistinguishable words that need to be
to determine information that is needed or that has	been	omitted , and if the message is clear and logical
according to priorities . proofread the transcript	before	removing it from the typewriter . clean up the
the dictator . proofread the transcript carefully	before	removing it from the typewriter . transcribing
. listen to the first item to be transcribed from	beginning	to end . mentally punctuate the material . make
order : your name or identifying number ; the item	being	dictated (letter , memo , etc .) ; instructions
tion , concentrate , and understand that which is	being	said . language arts skills -- these include
y ; increases productivity and efficiency ; makes	better	use of the dictator and transcriptionist' s time ;
of personnel to use equipment ; no immediate contact	between	dictator and transcriptionist difficulty in
name of addressee (dear john or dear as . smith) ;	body	of material ; closing lines : complimentary
manual for transcription unit ; word division	book	; dictionary ; other special references . prepare
; carbon paper ; correcting utensils ; reference	books	, such as : secretarial handbook ; operator' s
mit , a transcription unit , a combination unit with	both	dictation/transcription capabilities .
ilable copy will be produced . verify confusing items	by	: listening closely to the phrases or sentences
ranscribing techniques : develop a transcribing rhythm	by	: listening to a group of words or a phrase , then
system -- the recording unit is connected either	by	private wire or by telephone lines to the
unit and the transcription unit are connected either	by	private wire or telephone lines to the dictating
recording unit is connected either by private wire or	by	telephone lines to the dictating devices -- a
the transcription unit . transcription unit -- used	by	the transcriptionist to play back material for
: dictation/transcription equipment is categorized	by	the type of recording media used , either discrete
: dictation unit -- a device into which information	can	be entered and recorded . dictator -- the person
-- this equipment uses a recording medium which	can	be removed (i . e . , magnetic card , cassette)
i . e . , magnetic card , cassette) . discrete media	can	be removed from the dictation unit and placed in a
a combination unit with both dictation/transcription	capabilities	. centralized-recording system -- the recording
run words together . speak at an even pace . dictate	capitalization	, punctuation , paragraphs , indents , quotation
transcriptionist' s time ; is the quickest method of	capturing	information ; is faster and easier to transcribe
complimentary closing ; dictator's name and title ;	carbon	copies , enclosures , etc . transcription skills :
may include : letterhead ; plain paper ; envelopes ;	carbon	paper ; correcting utensils ; reference books ,
store information (i . e . , floppy disc , magnetic	card	) . transcribe -- to produce a typed document from
medium which can be removed (i . e . , magnetic	card	, cassette) . discrete media can be removed from
to dictation . types of discrete media : magnetic	cards	; magnetic tape cassettes ; magnetic discs .
. consulting the dictator . proofread the transcript	carefully	before removing it from the typewriter .
dium which can be removed (i . e . , magnetic card ,	cassette	) . discrete media can be removed from the
of discrete media : magnetic cards ; magnetic tape	cassettes	; magnetic discs . endless loop system --
equipment : dictation/transcription equipment is	categorized	by the type of recording media used , either
mit with both dictation/transcription capabilities .	centralized-recordin	system -- the recording unit is connected either
s manual for directions on operating the unit .)	check	to see that the unit is plugged in and that the
he following items : spelling of words that need to be	checked	; names that need to be verified ;
be verified ; indistinguishable words that need to be	clarified	; special instructions . adjust the volume , speed
the transcript before removing it from the typewriter .	clean	up the work area : turn off the transcription unit
eeded or that has been omitted , and if the message is	clear	and logical . transcribing techniques : develop a
. remember the following when dictating : speak	clearly	. do not slur or run words together . speak at an
be produced . verify confusing items by : listening	closely	to the phrases or sentences that do not make sense
) ; body of material ; closing lines : complimentary	closing	; dictator's name and title ; carbon copies ,
(dear john or dear as . smith) ; body of material ;	closing	lines : complimentary closing ; dictator's name
available : a dictation unit , a transcription unit , a	combination	unit with both dictation/transcription
ear as . smith) ; body of material ; closing lines :	complimentary	closing ; dictator's name and title ; carbon
: listening skills -- the ability to pay attention ,	concentrate	, and understand that which is being said .
listening to the sentences that precede and follow the	confusing	items . consulting the dictator . proofread the
transcribe so a mailable copy will be produced . verify	confusing	items by : listening closely to the phrases or
, quotation marks , etc . spell out proper names ,	confusing	names , addresses , etc . dictate in the following
. centralized-recording system -- the recording unit is	connected	either by private wire or by telephone lines to
. the recording unit and the transcription unit are	connected	either by private wire or telephone lines to the
to play back material for typing . each unit	consists	of a : listening device (headset) ; foot pedal
sentences that precede and follow the confusing items .	consulting	the dictator . proofread the transcript carefully
sistance of personnel to use equipment ; no immediate	contact	between dictator and transcriptionist difficulty
which includes : playback unit ; headset ; foot pedal	control	. typewriter and supplies which may include :
of a : listening device (headset) ; foot pedal	control	; playback unit . special features of a
crease or decrease the speed of the dictation . tone	control	device -- used to adjust the pitch of the
play the last few words of the dictation . volume	control	device -- used to control the loudness and
. special features of a transcription unit : speed	control	device -- used to increase or decrease the speed
of the dictation . volume control device -- used to	control	the loudness and softness of the dictation . foot
instructions . adjust the volume , speed , and tone	controls	. determine the approximate length of the
closing ; dictator's name and title ; carbon	copies	, enclosures , etc . transcription skills :
etc .) ; instructions , such as : format , number of	copies	, mailing notations ; subject or reference
person who originates paperwork ; a person who dictates	copy	for transcription into final documents . recording
.) correct errors as you transcribe so a mailable	copy	will be produced . verify confusing items by :

person who originates paperwork ; a person who dictates	copy	for transcription into final documents . recording
.) correct errors as you transcribe so a mailable	copy	will be produced . verify confusing items by :
transcribed . editing skills — the ability to find and	correct	any errors that occur during dictation and
are repeated throughout the transcription process .)	correct	errors as you transcribe so a mailable copy will
set the typewriter margins accordingly . determine the	correct	format for each item to be prepared . transcribe
letterhead ; plain paper ; envelopes ; carbon paper ;	correcting	utensils ; reference books , such as : secretarial
: make notes . prepare an outline of points to	cover	. gather reference materials . organize materials
). remove the recording medium and file properly .	cover	the machine at the end of the day . store supplies
according to priority . use index slip or electronic	cueing	to : indicate special instructions . indicate
and file properly . cover the machine at the end of the	day	. store supplies in appropriate places .
notations ; salutation and name of addressee (	dear	john or dear ms . smith) ; body of material ;
; salutation and name of addressee (dear john or	dear	ms . smith) ; body of material ; closing lines :
unit : speed control device — used to increase or	decrease	the speed of the dictation . tone control device
machine transcription . terms and	definitions	: dictation unit — a device into which
the recording and typing the group of words , then	depressing	the foot pedal and listening again . (note :
or a telephone — which are located at each dictator's	desk	. advantages and disadvantages of
or a telephone — which are located at each dictator's	desk	. the medium is removed from the recording unit
organize work area and arrange material neatly on the	desk	. you will need the following items :
a transcription unit for the typist to transcribe .	desk-top	unit — three styles of desk-top units are
typist to transcribe . desk-top unit — three styles of	desk-top	units are available : a dictation unit , a
. logical thinking skills — the ability to	determine	information that is needed or that has been
. adjust the volume , speed , and tone controls .	determine	the approximate length of the dictation and set
dictation and set the typewriter margins accordingly .	determine	the correct format for each item to be prepared .
is clear and logical . transcribing techniques :	develop	a transcribing rhythm by : listening to a group of
for typing . each unit consists of a : listening	device	(headset) ; foot pedal control ; playback unit .
or decrease the speed of the dictation . tone control	device	— used to adjust the pitch of the dictator's
the last few words of the dictation . volume control	device	— used to control the loudness and softness of
features of a transcription unit : speed control	device	— used to increase or decrease the speed of the
. terms and definitions : dictation unit — a	device	into which information can be entered and recorded
from recorded dictation . transcription unit — a	device	used to play back recorded dictation for
by private wire or by telephone lines to the dictating	devices	— a microphone or a telephone — which are
by private wire or telephone lines to the dictating	devices	— a microphone or a telephone — which are
or run words together . speak at an even pace .	dictate	capitalization , punctuation , paragraphs ,
proper names , confusing names , addresses , etc .	dictate	in the following order : your name or identifying
, hand-held unit which enables the dictator to	dictate	material outside the office at any time . the
: your name or identifying number ; the item being	dictated	(letter , memo , etc .) ; instructions , such as
special instructions . indicate length of each item	dictated	. remember the following when dictating : speak
gather reference materials . organize materials to be	dictated	according to priority . use index slip or
— the person who originates paperwork ; a person who	dictates	copy for transcription into final documents .
of each item dictated . remember the following when	dictating	: speak clearly . do not slur or run words
either by private wire or by telephone lines to the	dictating	devices — a microphone or a telephone — which
either by private wire or telephone lines to the	dictating	devices — a microphone or a telephone — which
— difficulty in transcriptionist understanding the	dictation	. dictation techniques : organize for dictation :
— used to control the loudness and softness of the	dictation	. foot pedal — used to start and stop dictation
— used to start and stop dictation and to replay the	dictation	. headset — used to listen to dictation . types
the transcription unit . turn the unit on . preview the	dictation	. listen to the first item to be transcribed from
device — used to increase or decrease the speed of the	dictation	. tone control device — used to adjust the pitch
transcribe — to produce a typed document from recorded	dictation	. transcription unit — a device used to play back
to replay the dictation . headset — used to listen to	dictation	. types of discrete media : magnetic cards ;
used to automatically replay the last few words of the	dictation	. volume control device — used to control the
the dictation . dictation techniques : organize for	dictation	: make notes . prepare an outline of points to
tone controls . determine the approximate length of the	dictation	and set the typewriter margins accordingly .
of the dictation . foot pedal — used to start and stop	dictation	and to replay the dictation . headset — used to
to find and correct any errors that occur during	dictation	and transcription . logical thinking skills — the
cassettes ; magnetic discs . endless loop system —	dictation	equipment which uses an endless loop of magnetic
unit — a device used to play back recorded	dictation	for transcribing . transcriptionist — the person
in transcriptionist understanding the dictation .	dictation	techniques : organize for dictation : make notes .
— three styles of desk-top units are available : a	dictation	unit , a transcription unit , a combination unit
machine transcription . terms and definitions :	dictation	unit — a device into which information can be
se . types of discrete media equipment . portable	dictation	unit — a self-contained , hand-held unit which
, cassette) . discrete media can be removed from the	dictation	unit and placed in a transcription unit for play
, a transcription unit , a combination unit with both	dictation/transcript	capabilities . centralized-recording system — the
each dictator's desk . advantages and disadvantages of	dictation/transcript	equipment : advantages : saves time and effort ;
who produces recorded words into typewritten form .	dictation/transcript	equipment : dictation/transcription equipment is
typewritten form . dictation/transcription equipment :	dictation/transcript	equipment is categorized by the type of recording
into which information can be entered and recorded .	dictator	— the person who originates paperwork ; a person
precede and follow the confusing items . consulting the	dictator	. proofread the transcript carefully before

recede and follow the confusing items . consulting the	dictator
. disadvantages : training time required for the	dictator
to use equipment ; no immediate contact between	dictator
productivity and efficiency ; makes better use of the	dictator
— a self-contained , hand-held unit which enables the	dictator
icrophone or a telephone — which are located at each	dictator's
crophone or a telephone — which are located at each	dictator's
aterial ; closing lines : complimentary closing ;	dictator's
ume control device — used to adjust the pitch of the	dictator's
manual for transcription unit ; word division book ;	dictionary
mediate contact between dictator and transcriptionist	difficulty
: (note : refer to the operator' s manual for	directions
and shorthand ; easier to distribute workload .	disadvantages
are located at each dictator's desk . advantages and	disadvantages
used to record and store information (i . e . , floppy	disc
. headset — used to listen to dictation . types of	discrete
can be removed (i . e . , magnetic card , cassette) .	discrete
media used , either discrete or endless loop media .	discrete
unit for play back or filed for later use . types of	discrete
by the type of recording media used , either	discrete
; magnetic cards ; magnetic tape cassettes ; magnetic	discs
to transcribe than longhand and shorthand ; easier to	distribute
; operator' s manual for transcription unit ; word	division
y : listening closely to the phrases or sentences that	do
member the following when dictating : speak clearly .	do
, magnetic card) . transcribe — to produce a typed	document
person who dictates copy for transcription into final	documents
the ability to find and correct any errors that occur	during
supplies used to record and store information (i .	e
uses a recording medium which can be removed (i .	e
— a microphone or a telephone — which are located at	each
— a microphone or a telephone — which are located at	each
: indicate special instructions . indicate length of	each
ons accordingly . determine the correct format for	each
transcriptionist to play back material for typing .	each
and easier to transcribe than longhand and shorthand ;	easier
method of capturing information ; is faster and	easier
on paper whatever material is to be transcribed .	editing
quickly ; saves money ; increases productivity and	efficiency
equipment : advantages : saves time and	effort
system — the recording unit is connected	either
cording unit and the transcription unit are connected	either
is categorized by the type of recording media used ,	either
dictated according to priority . use index slip or	electronic
oop of magnetic tape permanently enclosed in a tank to	eliminate
unit — a self-contained , hand-held unit which	enables
hich uses an endless loop of magnetic tape permanently	enclosed
closing ; dictator's name and title ; carbon copies ,	enclosures
to the first item to be transcribed from beginning to	end
medium and file properly . cover the machine at the	end
the type of recording media used , either discrete or	endless
loop system — dictation equipment which uses an	endless
cards ; magnetic tape cassettes ; magnetic discs .	endless
unit — a device into which information can be	entered
supplies which may include : letterhead ; plain paper ;	envelopes
either discrete or endless loop media . discrete media	equipment
back or filed for later use . types of discrete media	equipment
dvantages and disadvantages of dictation/transcription	equipment
words into typewritten form . dictation/transcription	equipment
transcriptionist ; resistance of personnel to use	equipment
equipment : dictation/transcription	equipment
endless loop media . discrete media equipment — this	equipment
; magnetic discs . endless loop system — dictation	equipment
throughout the transcription process .) correct	errors
editing skills — the ability to find and correct any	errors
number ; the item being dictated (letter , memo ,	etc
spell out proper names , confusing names , addresses ,	etc
punctuation , paragraphs , indents , quotation marks ,	etc

. proofread the transcript carefully before	
and transcriptionist ; resistance of personnel to	
and transcriptionist difficulty in	
and transcriptionist' s time ; is the quickest	
to dictate material outside the office at any time	
desk . advantages and disadvantages of	
desk . the medium is removed from the recording	
name and title ; carbon copies , enclosures , etc	
voice . recall switch — used to automatically	
; other special references . prepare to transcribe	
in transcriptionist understanding the dictation .	
on operating the unit .) check to see that the	
: training time required for the dictator and	
of dictation/transcription equipment : advantages	
, magnetic card) . transcribe — to produce a	
media : magnetic cards ; magnetic tape cassettes ;	
media can be removed from the dictation unit and	
media equipment — this equipment uses a recording	
media equipment . portable dictation unit — a	
or endless loop media . discrete media equipment	
. endless loop system — dictation equipment which	
workload . disadvantages : training time required	
book ; dictionary ; other special references .	
not make sense . listening to the sentences that	
not slur or run words together . speak at an even	
from recorded dictation . transcription unit — a	
. recording media — magnetic supplies used to	
dictation and transcription . logical thinking	
. , floppy disc , magnetic card) . transcribe —	
. , magnetic card , cassette) . discrete media	
dictator's desk . advantages and disadvantages of	
dictator's desk . the medium is removed from the	
item dictated . remember the following when	
item to be prepared . transcribe the material	
unit consists of a : listening device (headset)	
to distribute workload . disadvantages : training	
to transcribe than longhand and shorthand ; easier	
skills — the ability to find and correct any	
; makes better use of the dictator and	
; gets work processed quickly ; saves money ;	
by private wire or by telephone lines to the	
by private wire or telephone lines to the	
discrete or endless loop media . discrete media	
cueing to : indicate special instructions .	
handling of the recording medium . the recording	
the dictator to dictate material outside the	
in a tank to eliminate handling of the recording	
, etc . transcription skills : listening skills —	
. mentally punctuate the material . make notes on	
of the day . store supplies in appropriate places	
loop media . discrete media equipment — this	
loop of magnetic tape permanently enclosed in a	
loop system — dictation equipment which uses an	
and recorded . dictator — the person who	
; carbon paper ; correcting utensils ; reference	
— this equipment uses a recording medium which	
. portable dictation unit — a self-contained ,	
: advantages : saves time and effort ; gets work	
: dictation/transcription equipment is categorized	
; no immediate contact between dictator and	
is categorized by the type of recording media used	
uses a recording medium which can be removed (i .	
which uses an endless loop of magnetic tape	
as you transcribe so a mailable copy will be	
that occur during dictation and transcription .	
.) ; instructions , such as : format , number of	
. dictate in the following order : your name or	
mail, not proper names , confusing names	

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spell out proper names , confusing names , addresses ,	etc
punctuation , paragraphs , indents , quotation marks ,	etc
name and title ; carbon copies , enclosures ,	etc
. do not slur or run words together . speak at an	even
is the quickest method of capturing information ; is	faster
) ; foot pedal control ; playback unit . special	features
recall switch — used to automatically replay the last	few
(and typewriter . remove the recording medium and	file
and placed in a transcription unit for play back or	filed
; a person who dictates copy for transcription into	final
is to be transcribed . editing skills — the ability to	find
the unit on . preview the dictation . listen to the	first
used to record and store information (i . e . ,	floppy
sense . listening to the sentences that precede and	follow
mentally punctuate the material . make notes on the	following
arrange material neatly on the desk . you will need the	following
, confusing names , addresses , etc . dictate in the	following
indicate length of each item dictated . remember the	following
to control the loudness and softness of the dictation .	foot
and typing the group of words , then depressing the	foot
that the unit is plugged in and that the headset and	foot
unit which includes : playback unit ; headset ;	foot
unit consists of a : listening device (headset) ;	foot
the dictation . dictation techniques : organize	for
transcribe : (note : refer to the operator' s manual	for
placed in a transcription unit for play back or filed	for
the dictation unit and placed in a transcription unit	for
workload . disadvantages : training time required	for
the recording medium is placed in a transcription unit	for
unit -- a device used to play back recorded dictation	for
who originates paperwork ; a person who dictates copy	for
, such as : secretarial handbook ; operator' s manual	for
— used by the transcriptionist to play back material	for
(person who produces recorded words into typewritten	form
(letter , memo , etc .) ; instructions , such as :	format
typewriter margins accordingly . determine the correct	format
dictation . listen to the first item to be transcribed	from
card) . transcribe — to produce a typed document	from
card , cassette) . discrete media can be removed	from
located at each dictator's desk . the medium is removed	from
. proofread the transcript before removing it	from
proofread the transcript carefully before removing it	from
make notes . prepare an outline of points to cover .	gather
equipment : advantages : saves time and effort ;	gets
a phrase , then stopping the recording and typing the	group
: develop a transcribing rhythm by : listening to a	group
. portable dictation unit — a self-contained ,	hand-held
utensils ; reference books , such as : secretarial	handbook
tape permanently enclosed in a tank to eliminate	handling
bility to determine information that is needed or that	has
typing . each unit consists of a : listening device (	headset
start and stop dictation and to replay the dictation .	headset
a transcription unit which includes : playback unit ;	headset
check to see that the unit is plugged in and that the	headset
supplies used to record and store information (	i
uses a recording medium which can be removed (	i
, etc . dictate in the following order : your name or	identifying
that is needed or that has been omitted , and	if
; resistance of personnel to use equipment ; no	immediate
n and that the headset and foot pedal are plugged	in
endless loop of magnetic tape permanently enclosed	in
media can be removed from the dictation unit and placed	in
the office at any time . the recording medium is placed	in
the unit .) check to see that the unit is plugged	in
the machine at the end of the day . store supplies	in
names , confusing names , addresses , etc . dictate	in
medium is removed from the recording unit and placed	in
foot pedal are plugged in . place the recording medium	in

. dictate in the following order : your name or	your
. spell out proper names , confusing names ,	your
. transcription skills : listening skills -- the	your
pace . dictate capitalization , punctuation ,	your
and easier to transcribe than longhand and	your
of a transcription unit : speed control device --	your
words of the dictation . volume control device --	your
properly . cover the machine at the end of the day	your
for later use . types of discrete media equipment	your
documents . recording media -- magnetic supplies	your
and correct any errors that occur during dictation	your
item to be transcribed from beginning to end .	your
disc , magnetic card) . transcribe -- to produce	your
the confusing items . consulting the dictator .	your
items : spelling of words that need to be checked	your
items : transcription unit which includes :	your
order : your name or identifying number ; the item	your
when dictating : speak clearly . do not slur or	your
pedal -- used to start and stop dictation and to	your
pedal and listening again . (note : these steps	your
pedal are plugged in . place the recording medium	your
pedal control . typewriter and supplies which may	your
pedal control ; playback unit . special features	your
dictation : make notes . prepare an outline of	your
directions on operating the unit .) check to see	your
later use . types of discrete media equipment .	your
play back or filed for later use . types of	your
the dictator and transcriptionist ; resistance of	your
the typist to transcribe . desk-top unit — three	your
transcribing . transcriptionist -- the person who	your
transcription into final documents . recording	your
transcription unit ; word division book ;	your
typing . each unit consists of a : listening	your
. dictation/transcription equipment :	your
, number of copies , mailing notations ; subject	your
for each item to be prepared . transcribe the	your
beginning to end . mentally punctuate the material	your
recorded dictation . transcription unit -- a	your
the dictation unit and placed in a transcription	your
the recording unit and placed in the transcription	your
the typewriter . clean up the work area : turn off	your
the typewriter . transcribing procedures :	your
reference materials . organize materials to be	your
work processed quickly ; saves money ; increases	your
of words , then depressing the foot pedal and	your
of words or a phrase , then stopping the recording	your
unit which enables the dictator to dictate	your
; operator' s manual for transcription unit ; word	your
of the recording medium . the recording unit and	your
been omitted , and if the message is clear and	your
) ; foot pedal control ; playback unit . special	your
-- used to listen to dictation . types of discrete	your
; foot pedal control . typewriter and supplies	your
and foot pedal are plugged in . place the	your
. e . , floppy disc , magnetic card) . transcribe	your
. e . , magnetic card , cassette) . discrete	your
number ; the item being dictated (letter , memo ,	your
the message is clear and logical . transcribing	your
contact between dictator and transcriptionist	your
. place the recording medium in the transcription	your
a tank to eliminate handling of the recording	your
a transcription unit for play back or filed for	your
a transcription unit for the typist to transcribe	your
and that the headset and foot pedal are plugged in	your
appropriate places .	your
the following order : your name or identifying	your
the transcription unit . transcription unit --	your
the transcription unit . turn the unit on .	your

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names , confusing names , addresses , etc . dictate	in	the following order : your name or identifying
medium is removed from the recording unit and placed	in	the transcription unit . transcription unit --
foot pedal are plugged in . place the recording medium	in	the transcription unit . turn the unit on .
between dictator and transcriptionist difficulty	in	transcriptionist understanding the dictation .
foot pedal control . typewriter and supplies which may	include	: letterhead ; plain paper ; envelopes ; carbon
which is being said . language arts skills -- these	include	spelling , punctuation , and word usage .
need the following items : transcription unit which	includes	: playback unit ; headset ; foot pedal control .
transcription unit : speed control device -- used to	increase	or decrease the speed of the dictation . tone
effort ; gets work processed quickly ; saves money ;	increases	productivity and efficiency ; makes better use of
, dictate capitalization , punctuation , paragraphs ,	indents	, quotation marks , etc . spell out proper names ,
materials to be dictated according to priority . use	index	slip or electronic cueing to : indicate special
electronic cueing to : indicate special instructions .	indicate	length of each item dictated . remember the
to priority . use index slip or electronic cueing to :	indicate	special instructions . indicate length of each
need to be checked ; names that need to be verified ;	indistinguishable	words that need to be clarified ; special
media -- magnetic supplies used to record and store	information	(i . e . , floppy disc , magnetic card) .
s time : is the quickest method of capturing	information	; is faster and easier to transcribe than longhand
and definitions : dictation unit -- a device into which	information	can be entered and recorded . dictator -- the
, logical thinking skills -- the ability to determine	information	that is needed or that has been omitted , and if
the item being dictated (letter , memo , etc .) ;	instructions	, such as : format , number of copies , mailing
words that need to be clarified ; special	instructions	. adjust the volume , speed , and tone controls .
index slip or electronic cueing to : indicate special	instructions	. indicate length of each item dictated . remember
; a person who dictates copy for transcription	into	final documents . recording media -- magnetic
-- the person who produces recorded words	into	typewritten form . dictation/transcription
. terms and definitions : dictation unit -- a device	into	which information can be entered and recorded .
by attention , concentrate , and understand that which	is	being said . language arts skills -- these include
equipment : dictation/transcription equipment	is	categorized by the type of recording media used ,
is needed or that has been omitted , and if the message	is	clear and logical . transcribing techniques :
. centralized-recording system -- the recording unit	is	connected either by private wire or by telephone
; is the quickest method of capturing information ;	is	faster and easier to transcribe than longhand and
[illegible] to determine information that	is	needed or that has been omitted , and if the
outside the office at any time . the recording medium	is	placed in a transcription unit for the typist to
an operating the unit .) check to see that the unit	is	plugged in and that the headset and foot pedal are
which are located at each dictator's desk . the medium	is	removed from the recording unit and placed in the
use of the dictator and transcriptionist' s time ;	is	the quickest method of capturing information ; is
and accurately record on paper whatever material	is	to be transcribed . editing skills -- the ability
priorities . proofread the transcript before removing	it	from the typewriter . clean up the work area :
. proofread the transcript carefully before removing	it	from the typewriter . transcribing procedures :
following order : your name or identifying number ; the	item	being dictated (letter , memo , etc .) ;
indicate special instructions . indicate length of each	item	dictated . remember the following when dictating :
accordingly . determine the correct format for each	item	to be prepared . transcribe the material according
unit on . preview the dictation . listen to the first	item	to be transcribed from beginning to end . mentally
to the sentences that precede and follow the confusing	items	. consulting the dictator . proofread the
punctuate the material . make notes on the following	items	: spelling of words that need to be checked ;
neatly on the desk . you will need the following	items	: transcription unit which includes : playback
available copy will be produced . verify confusing	items	by : listening closely to the phrases or sentences
notations ; salutation and name of addressee (dear	John	or dear as . smith) ; body of material ; closing
concentrate , and understand that which is being said .	language	arts skills -- these include spelling ,
. recall switch -- used to automatically replay the	last	few words of the dictation . volume control device
in a transcription unit for play back or filed for	later	use . types of discrete media equipment . portable
cueing to : indicate special instructions . indicate	length	of each item dictated . remember the following
, speed , and tone controls . determine the approximate	length	of the dictation and set the typewriter margins
name or identifying number ; the item being dictated (	letter	, memo , etc .) ; instructions , such as : format
control . typewriter and supplies which may include :	letterhead	; plain paper ; envelopes ; carbon paper ;
john or dear as . smith) ; body of material ; closing	lines	: complimentary closing ; dictator's name and
is connected either by private wire or by telephone	lines	to the dictating devices -- a microphone or a
unit are connected either by private wire or telephone	lines	to the dictating devices -- a microphone or a
and to replay the dictation . headset -- used to	listen	to dictation . types of discrete media : magnetic
unit . turn the unit on . preview the dictation .	listen	to the first item to be transcribed from beginning
the group of words , then depressing the foot pedal and	listening	again . (note : these steps are repeated
copy will be produced . verify confusing items by :	listening	closely to the phrases or sentences that do not
back material for typing . each unit consists of a :	listening	device (headset) ; foot pedal control ; playback
copies , enclosures , etc . transcription skills :	listening	skills -- the ability to pay attention ,
techniques : develop a transcribing rhythm by :	listening	to a group of words or a phrase , then stopping
to the phrases or sentences that do not make sense .	listening	to the sentences that precede and follow the
devices -- a microphone or a telephone -- which are	located	at each dictator's desk . advantages and
devices -- a microphone or a telephone -- which are	located	at each dictator's desk . the medium is removed
that has been omitted , and if the message is clear and	logical	. transcribing techniques : develop a transcribing

hat has been omitted , and if the message is clear and	logical	. transcribing techniques : develop a transcribing
rrors that occur during dictation and transcription .	logical	thinking skills -- the ability to determine
information ; is faster and easier to transcribe than	longhand	and shorthand ; easier to distribute workload .
of recording media used , either discrete or endless	loop	media . discrete media equipment -- this equipment
system -- dictation equipment which uses an endless	loop	of magnetic tape permanently enclosed in a tank to
; magnetic tape cassettes ; magnetic discs . endless	loop	system -- dictation equipment which uses an
. volume control device -- used to control the	loudness	and softness of the dictation . foot pedal -- used
the recording medium and file properly . cover the	machine	at the end of the day . store supplies in
	machine	transcription . terms and definitions : dictation
cord and store information (i . e . , floppy disc ,	magnetic	card) . transcribe -- to produce a typed document
a recording medium which can be removed (i . e . ,	magnetic	card , cassette) . discrete media can be removed
ed to listen to dictation . types of discrete media :	magnetic	cards ; magnetic tape cassettes ; magnetic discs .
media : magnetic cards ; magnetic tape cassettes ;	magnetic	discs . endless loop system -- dictation equipment
ranscription into final documents . recording media --	magnetic	supplies used to record and store information (i
dictation . types of discrete media : magnetic cards ;	magnetic	tape cassettes ; magnetic discs . endless loop
-- dictation equipment which uses an endless loop of	magnetic	tape permanently enclosed in a tank to eliminate
process .) correct errors as you transcribe so a	mailable	copy will be produced . verify confusing items by
instructions , such as : format , number of copies ,	mailing	notations ; subject or reference notations ;
. dictation techniques : organize for dictation :	make	notes . prepare an outline of points to cover .
beginning to end . mentally punctuate the material .	make	notes on the following items : spelling of words
closely to the phrases or sentences that do not	make	sense . listening to the sentences that precede
saves money ; increases productivity and efficiency ;	makes	better use of the dictator and transcriptionist' s
to transcribe : (note : refer to the operator' s	manual	for directions on operating the unit .) check to
books , such as : secretarial handbook ; operator' s	manual	for transcription unit ; word division book ;
length of the dictation and set the typewriter	margins	accordingly . determine the correct format for
, punctuation , paragraphs , indents , quotation	marks	, etc . spell out proper names , confusing names ,
from beginning to end . mentally punctuate the	material	. make notes on the following items : spelling of
addressee (dear john or dear as . saith) ; body of	material	; closing lines : complimentary closing ;
[illegible] to be prepared . transcribe the	material	according to priorities . proofread the transcript
unit -- used by the transcriptionist to play back	material	for typing . each unit consists of a : listening
to rapidly and accurately record on paper whatever	material	is to be transcribed . editing skills -- the
procedures : organize work area and arrange	material	neatly on the desk . you will need the following
d-held unit which enables the dictator to dictate	material	outside the office at any time . the recording
an outline of points to cover . gather reference	materials	. organize materials to be dictated according to
ints to cover . gather reference materials . organize	materials	to be dictated according to priority . use index
; foot pedal control . typewriter and supplies which	may	include : letterhead ; plain paper ; envelopes ;
py for transcription into final documents . recording	media	-- magnetic supplies used to record and store
cording media used , either discrete or endless loop	media	. discrete media equipment -- this equipment uses
-- used to listen to dictation . types of discrete	media	: magnetic cards ; magnetic tape cassettes ;
(i . e . , magnetic card , cassette) . discrete	media	can be removed from the dictation unit and placed
ed , either discrete or endless loop media . discrete	media	equipment -- this equipment uses a recording
play back or filed for later use . types of discrete	media	equipment . portable dictation unit -- a
equipment is categorized by the type of recording	media	used , either discrete or endless loop media .
is a tank to eliminate handling of the recording	medium	. the recording unit and the transcription unit
unit and typewriter . remove the recording	medium	and file properly . cover the machine at the end
and foot pedal are plugged in . place the recording	medium	in the transcription unit . turn the unit on .
aterial outside the office at any time . the recording	medium	is placed in a transcription unit for the typist
-- which are located at each dictator's desk . the	medium	is removed from the recording unit and placed in
media equipment -- this equipment uses a recording	medium	which can be removed (i . e . , magnetic card ,
dentifying number ; the item being dictated (letter ,	memo	, etc .) ; instructions , such as : format ,
first item to be transcribed from beginning to end .	mentally	punctuate the material . make notes on the
that is needed or that has been omitted , and if the	message	is clear and logical . transcribing techniques :
dictator and transcriptionist' s time ; is the quickest	method	of capturing information ; is faster and easier to
or by telephone lines to the dictating devices -- a	microphone	or a telephone -- which are located at each
wire or telephone lines to the dictating devices -- a	microphone	or a telephone -- which are located at each
time and effort ; gets work processed quickly ; saves	money	; increases productivity and efficiency ; makes
; salutation and name of addressee (dear john or dear	as	. saith) ; body of material ; closing lines :
; closing lines : complimentary closing ; dictator's	name	and title ; carbon copies , enclosures , etc .
; subject or reference notations ; salutation and	name	of addressee (dear john or dear as . saith) ;
sses , etc . dictate in the following order : your	name	or identifying number ; the item being dictated (
marks , etc . spell out proper names , confusing	names	, addresses , etc . dictate in the following order
, indents , quotation marks , etc . spell out proper	names	, confusing names , addresses , etc . dictate in
items : spelling of words that need to be checked ;	names	that need to be verified ; indistinguishable words
procedures : organize work area and arrange material	neatly	on the desk . you will need the following items :
rea and arrange material neatly on the desk . you will	need	the following items : transcription unit which
notes on the following items : spelling of words that	need	to be checked ; names that need to be verified ;
hat need to be verified ; indistinguishable words that	need	to be clarified ; special instructions . adjust

...and arrange material neatly on the desk . you will	need	the following items : transcription unit which
notes on the following items : spelling of words that	need	to be checked ; names that need to be verified ;
that need to be verified ; indistinguishable words that	need	to be clarified ; special instructions . adjust
spelling of words that need to be checked ; names that	need	to be verified ; indistinguishable words that need
skills — the ability to determine information that is	needed	or that has been omitted , and if the message is
; resistance of personnel to use equipment ;	no	immediate contact between dictator and
listening closely to the phrases or sentences that do	not	make sense . listening to the sentences that
the following when dictating : speak clearly . do	not	slur or run words together . speak at an even pace
copies , mailing notations ; subject or reference	notations	; salutation and name of addressee (dear john or
, such as : format , number of copies , mailing	notations	; subject or reference notations ; salutation and
other special references . prepare to transcribe : (	note	: refer to the operator' s manual for directions
then depressing the foot pedal and listening again . (	note	: these steps are repeated throughout the
dictation techniques : organize for dictation : make	notes	. prepare an outline of points to cover . gather
to end . mentally punctuate the material . make	notes	on the following items : spelling of words that
in the following order : your name or identifying	number	; the item being dictated (letter , memo , etc .
, memo , etc .) ; instructions , such as : format ,	number	of copies , mailing notations ; subject or
-- the ability to find and correct any errors that	occur	during dictation and transcription . logical
to play back material for typing . each unit consists	of	a : listening device (headset) ; foot pedal
foot pedal control ; playback unit . special features	of	a transcription unit : speed control device —
typist to transcribe . desk-top unit — three styles	of	desk-top units are available : a dictation unit ,
. headset — used to listen to dictation . types	of	discrete media : magnetic cards ; magnetic tape
unit for play back or filed for later use . types	of	discrete media equipment . portable dictation unit
equipment is categorized by the type	of	recording media used , either discrete or endless
device — used to control the loudness and softness	of	the dictation . foot pedal — used to start and
device — used to increase or decrease the speed	of	the dictation . tone control device — used to
— used to automatically replay the last few words	of	the dictation . volume control device — used to
. tone control device — used to adjust the pitch	of	the dictator's voice . recall switch — used to
from the typewriter . clean up the work area : turn	off	the transcription unit and typewriter . remove the
enables the dictator to dictate material outside the	office	at any time . the recording medium is placed in a
determine information that is needed or that has been	omitted	, and if the message is clear and logical .
medium in the transcription unit . turn the unit	on	. preview the dictation . listen to the first item
note : refer to the operator' s manual for directions	on	operating the unit .) check to see that the unit
skills — the ability to rapidly and accurately record	on	paper whatever material is to be transcribed .
: organize work area and arrange material neatly	on	the desk . you will need the following items :
end . mentally punctuate the material . make notes	on	the following items : spelling of words that need
: refer to the operator' s manual for directions on	operating	the unit .) check to see that the unit is plugged
. prepare to transcribe : (note : refer to the	operator'	s manual for directions on operating the unit .)
; reference books , such as : secretarial handbook ;	operator'	s manual for transcription unit ; word division
transcribing rhythm by : listening to a group of words	or	a phrase , then stopping the recording and typing
lines to the dictating devices — a microphone	or	a telephone — which are located at each
lines to the dictating devices — a microphone	or	a telephone — which are located at each
the recording unit is connected either by private wire	or	by telephone lines to the dictating devices — a
; salutation and name of addressee (dear john	or	dear mr . smith) ; body of material ; closing
— unit : speed control device — used to increase	or	decrease the speed of the dictation . tone control
to be dictated according to priority . use index slip	or	electronic cueing to : indicate special
by the type of recording media used , either discrete	or	endless loop media . discrete media equipment —
unit and placed in a transcription unit for play back	or	filed for later use . types of discrete media
, etc . dictate in the following order : your name	or	identifying number ; the item being dictated (
format , number of copies , mailing notations ; subject	or	reference notations ; salutation and name of
following when dictating : speak clearly . do not slur	or	run words together . speak at an even pace .
confusing items by : listening closely to the phrases	or	sentences that do not make sense . listening to
transcription unit are connected either by private wire	or	telephone lines to the dictating devices — a
— the ability to determine information that is needed	or	that has been omitted , and if the message is
names , addresses , etc . dictate in the following	order	: your name or identifying number ; the item being
understanding the dictation . dictation techniques :	organize	for dictation : make notes . prepare an outline of
of points to cover . gather reference materials .	organize	materials to be dictated according to priority .
it from the typewriter . transcribing procedures :	organize	work area and arrange material neatly on the desk
be entered and recorded . dictator — the person who	originates	paperwork ; a person who dictates copy for
transcription unit ; word division book ; dictionary ;	other	special references . prepare to transcribe : (
, paragraphs , indents , quotation marks , etc . spell	out	proper names , confusing names , addresses , etc .
, organize for dictation : make notes . prepare an	outline	of points to cover . gather reference materials .
unit which enables the dictator to dictate material	outside	the office at any time . the recording medium is
do not slur or run words together . speak at an even	pace	. dictate capitalization , punctuation ,
include : letterhead ; plain paper ; envelopes ; carbon	paper	; correcting utensils ; reference books , such as
and supplies which may include : letterhead ; plain	paper	; envelopes ; carbon paper ; correcting utensils ;
— the ability to rapidly and accurately record on	paper	whatever material is to be transcribed . editing
and recorded . dictator — the person who originates	paperwork	; a person who dictates copy for transcription
...name area ... dictate capitalization ... punctuation ... paragraphs ...		... indents ... quotation marks ... etc ... recall and

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and recorded . dictator — the person who originates	paperwork
an even pace . dictate capitalization , punctuation ,	paragraphs
skills : listening skills — the ability to	pay
the loudness and softness of the dictation . foot	pedal
typing the group of words , then depressing the foot	pedal
the unit is plugged in and that the headset and foot	pedal
unit which includes : playback unit ; headset ; foot	pedal
consists of a : listening device (headset) ; foot	pedal
equipment which uses an endless loop of magnetic tape	permanently
. dictator — the person who originates paperwork ; a	person
can be entered and recorded . dictator — the	person
dictation for transcribing . transcriptionist — the	person
for the dictator and transcriptionist ; resistance of	personnel
rhythm by : listening to a group of words or a	phrase
verify confusing items by : listening closely to the	phrases
dictation . tone control device — used to adjust the	pitch
in and that the headset and foot pedal are plugged in .	place
media can be removed from the dictation unit and	placed
the office at any time . the recording medium is	placed
. the medium is removed from the recording unit and	placed
at the end of the day . store supplies in appropriate	places
and supplies which may include : letterhead ;	plain
transcription unit — used by the transcriptionist to	play
dictation unit and placed in a transcription unit for	play
dictation . transcription unit — a device used to	play
: listening device (headset) ; foot pedal control ;	playback
following items : transcription unit which includes :	playback
is plugged in and that the headset and foot pedal are	plugged
be operating the unit .) check to see that the unit is	plugged
for dictation : make notes . prepare an outline of	points
for later use . types of discrete media equipment .	portable
do not make sense . listening to the sentences that	precede
techniques : organize for dictation : make notes .	prepare
tion book ; dictionary ; other special references .	prepare
. determine the correct format for each item to be	prepared
medium in the transcription unit . turn the unit on .	preview
to be prepared . transcribe the material according to	priorities
. organize materials to be dictated according to	priority
system — the recording unit is connected either by	private
unit and the transcription unit are connected either by	private
before removing it from the typewriter . transcribing	procedures
these steps are repeated throughout the transcription	process
— : advantages : saves time and effort ; gets work	processed
, floppy disc , magnetic card) . transcribe — to	produce
errors as you transcribe so a suitable copy will be	produced
for transcribing . transcriptionist — the person who	produces
gets work processed quickly ; saves money ; increases	productivity
. transcribe the material according to priorities .	proofread
follow the confusing items . consulting the dictator .	proofread
, indents , quotation marks , etc . spell out	proper
and typewriter . remove the recording medium and file	properly
item to be transcribed from beginning to end . mentally	punctuate
said . language arts skills — these include spelling ,	punctuation
. speak at an even pace . dictate capitalization ,	punctuation
of the dictator and transcriptionist' s time ; is the	quickest
: saves time and effort ; gets work processed	quickly
capitalization , punctuation , paragraphs , indents ,	quotation
, and word usage . typewriting skills — the ability to	rapidly
— used to adjust the pitch of the dictator's voice .	recall
. recording media — magnetic supplies used to	record
skills — the ability to rapidly and accurately	record
— a device into which information can be entered and	recorded
card) . transcribe — to produce a typed document from	recorded
. transcription unit — a device used to play back	recorded
. transcriptionist — the person who produces	recorded
to a group of words or a phrase , then stopping the	recording
dictates copy for transcription into final documents .	recording

; a person who dictates copy for transcription	
, indents , quotation marks , etc . spell out	
attention , concentrate , and understand that	
— used to start and stop dictation and to replay	
and listening again . (note : these steps are	
are plugged in . place the recording medium in the	
control . typewriter and supplies which may	
control ; playback unit . special features of a	
enclosed in a tank to eliminate handling of the	
who dictates copy for transcription into final	
who originates paperwork ; a person who dictates	
who produces recorded words into typewritten form	
to use equipment ; no immediate contact between	
, then stopping the recording and typing the group	
or sentences that do not make sense . listening to	
of the dictator's voice . recall switch — used to	
the recording medium in the transcription unit .	
in a transcription unit for play back or filed for	
in a transcription unit for the typist to	
in the transcription unit . transcription unit —	
.	
paper ; envelopes ; carbon paper ; correcting	
back material for typing . each unit consists of a	
back or filed for later use . types of discrete	
back recorded dictation for transcribing .	
unit . special features of a transcription unit :	
unit ; headset ; foot pedal control . typewriter	
in . place the recording medium in the	
in and that the headset and foot pedal are plugged	
to cover . gather reference materials . organize	
dictation unit — a self-contained , hand-held	
and follow the confusing items . consulting the	
an outline of points to cover . gather reference	
to transcribe : (note : refer to the operator' s	
. transcribe the material according to priorities	
the dictation . listen to the first item to be	
. proofread the transcript before removing it from	
. use index slip or electronic cueing to :	
wire or by telephone lines to the dictating	
wire or telephone lines to the dictating devices	
: organize work area and arrange material neatly	
.) correct errors as you transcribe so a suitable	
quickly ; saves money ; increases productivity and	
a typed document from recorded dictation .	
. verify confusing items by : listening closely to	
recorded words into typewritten form .	
and efficiency ; makes better use of the dictator	
the transcript before removing it from the	
the transcript carefully before removing it from	
names , confusing names , addresses , etc .	
. cover the machine at the end of the day . store	
the material . make notes on the following items :	
, and word usage . typewriting skills — the	
, paragraphs , indents , quotation marks , etc .	
method of capturing information ; is faster and	
; saves money ; increases productivity and	
marks , etc . spell out proper names , confusing	
and accurately record on paper whatever material	
switch — used to automatically replay the last	
and store information (i . e . , floppy disc ,	
on paper whatever material is to be transcribed .	
. dictator — the person who originates paperwork	
dictation . transcription unit — a device used to	
dictation for transcribing . transcriptionist —	
words into typewritten form .	
and typing the group of words , then depressing	
media — magnetic supplies used to record and	
media used , either discrete or endless loop media	

dictates copy for transcription into final documents .	recording	media — magnetic supplies used to record and
equipment is categorized by the type of	recording	media used , either discrete or endless loop media
enclosed in a tank to eliminate handling of the	recording	medium . the recording unit and the transcription
off the transcription unit and typewriter . remove the	recording	medium and file properly . cover the machine at
the headset and foot pedal are plugged in . place the	recording	medium in the transcription unit . turn the unit
dictate material outside the office at any time . the	recording	medium is placed in a transcription unit for the
( ) discrete media equipment — this equipment uses a	recording	medium which can be removed (i . e . , magnetic
dictator's desk . the medium is removed from the	recording	unit and placed in the transcription unit .
to eliminate handling of the recording medium . the	recording	unit and the transcription unit are connected
capabilities . centralized-recording system — the	recording	unit is connected either by private wire or by
special references . prepare to transcribe : (note :	refer	to the operator' s manual for directions on
; envelopes ; carbon paper ; correcting utensils ;	reference	books , such as : secretarial handbook ; operator'
notes . prepare an outline of points to cover . gather	reference	materials . organize materials to be dictated
, number of copies , mailing notations ; subject or	reference	notations ; salutation and name of addressee (
unit ; word division book ; dictionary ; other special	references	. prepare to transcribe : (note : refer to the
instructions . indicate length of each item dictated .	remember	the following when dictating : speak clearly . do
area : turn off the transcription unit and typewriter .	remove	the recording medium and file properly . cover the
— this equipment uses a recording medium which can be	removed	(i . e . , magnetic card , cassette) . discrete
, magnetic card , cassette) . discrete media can be	removed	from the dictation unit and placed in a
are located at each dictator's desk . the medium is	removed	from the recording unit and placed in the
to priorities . proofread the transcript before	removing	it from the typewriter . clean up the work area :
dictator . proofread the transcript carefully before	removing	it from the typewriter . transcribing procedures :
pedal and listening again . (note : these steps are	repeated	throughout the transcription process .) correct
foot pedal — used to start and stop dictation and to	replay	the dictation . headset — used to listen to
voice . recall switch — used to automatically	replay	the last few words of the dictation . volume
to distribute workload . disadvantages : training time	required	for the dictator and transcriptionist ; resistance
time required for the dictator and transcriptionist ;	resistance	of personnel to use equipment ; no immediate
. transcribing techniques : develop a transcribing	rhythm	by : listening to a group of words or a phrase ,
when dictating : speak clearly . do not slur or	run	words together . speak at an even pace . dictate

prepare to transcribe : (note : refer to the operator'	s	manual for directions on operating the unit .)
books , such as : secretarial handbook ; operator'	s	manual for transcription unit ; word division book
makes better use of the dictator and transcriptionist'	s	time ; is the quickest method of capturing
( ) concentrate , and understand that which is being	said	. language arts skills — these include spelling ,
; mailing notations ; subject or reference notations ;	salutation	and name of addressee (dear john or dear as .
; saves time and effort ; gets work processed quickly ;	saves	money ; increases productivity and efficiency ;
of dictation/transcription equipment : advantages :	saves	time and effort ; gets work processed quickly ;
; correcting utensils ; reference books , such as :	secretarial	handbook ; operator' s manual for transcription
for directions on operating the unit .) check to	see	that the unit is plugged in and that the headset
discrete media equipment . portable dictation unit — a	self-contained	, hand-held unit which enables the dictator to
closely to the phrases or sentences that do not make	sense	. listening to the sentences that precede and
item by : listening closely to the phrases or	sentences	that do not make sense . listening to the
or sentences that do not make sense . listening to the	sentences	that precede and follow the confusing items .
. determine the approximate length of the dictation and	set	the typewriter margins accordingly . determine the
; is faster and easier to transcribe than longhand and	shorthand	; easier to distribute workload . disadvantages :
during dictation and transcription . logical thinking	skills	— the ability to determine information that is
paper whatever material is to be transcribed . editing	skills	— the ability to find and correct any errors that
, enclosures , etc . transcription skills : listening	skills	— the ability to pay attention , concentrate ,
spelling , punctuation , and word usage . typewriting	skills	— the ability to rapidly and accurately record on
and understand that which is being said . language arts	skills	— these include spelling , punctuation , and word
; carbon copies , enclosures , etc . transcription	skills	: listening skills — the ability to pay attention
to be dictated according to priority . use index	slip	or electronic cuing to : indicate special
the following when dictating : speak clearly . do not	slur	or run words together . speak at an even pace .
and name of addressee (dear john or dear as .	smith	) ; body of material ; closing lines :
process .) correct errors as you transcribe	so	available copy will be produced . verify
control device — used to control the loudness and	softness	of the dictation . foot pedal — used to start and
: speak clearly . do not slur or run words together .	speak	at an even pace . dictate capitalization ,
item dictated . remember the following when dictating :	speak	clearly . do not slur or run words together .
(headset) ; foot pedal control ; playback unit .	special	features of a transcription unit : speed control
( ) distinguishable words that need to be clarified ;	special	instructions . adjust the volume , speed , and
. use index slip or electronic cuing to : indicate	special	instructions . indicate length of each item
unit ; word division book ; dictionary ; other	special	references . prepare to transcribe : (note :
clarified ; special instructions . adjust the volume ,	speed	, and tone controls . determine the approximate
unit . special features of a transcription unit :	speed	control device — used to increase or decrease the
control device — used to increase or decrease the	speed	of the dictation . tone control device — used to
, paragraphs , indents , quotation marks , etc .	spell	out proper names , confusing names , addresses ,
is being said . language arts skills — these include	spelling	, punctuation , and word usage . typewriting
the material . make notes on the following items :	spelling	of words that need to be checked . areas that need

is being said . language arts skills -- these include	spelling	, punctuation , and word usage . typewriting
the material . make notes on the following items :	spelling	of words that need to be checked ; names that need
and softness of the dictation . foot pedal -- used to	start	and stop dictation and to replay the dictation .
the foot pedal and listening again . (note : these	steps	are repeated throughout the transcription process
of the dictation . foot pedal -- used to start and	stop	dictation and to replay the dictation . headset --
by : listening to a group of words or a phrase , then	stopping	the recording and typing the group of words , then
recording media -- magnetic supplies used to record and	store	information (i . e . , floppy disc , magnetic
(properly . cover the machine at the end of the day .	store	supplies in appropriate places .
for the typist to transcribe . desk-top unit -- three	styles	of desk-top units are available : a dictation unit
as : format , number of copies , mailing notations ;	subject	or reference notations ; salutation and name of
dictated (letter , memo , etc .) ; instructions ,	such	as : format , number of copies , mailing notations
carbon paper ; correcting utensils ; reference books ,	such	as : secretarial handbook ; operator' s manual for
. cover the machine at the end of the day . store	supplies	in appropriate places .
into final documents . recording media -- magnetic	supplies	used to record and store information (i . e . ,
unit ; headset ; foot pedal control . typewriter and	supplies	which may include : letterhead ; plain paper ;
to adjust the pitch of the dictator's voice . recall	switch	-- used to automatically replay the last few words
magnetic tape cassettes ; magnetic discs . endless loop	system	-- dictation equipment which uses an endless loop
capabilities . centralized-recording	system	-- the recording unit is connected either by
endless loop of magnetic tape permanently enclosed in a	tank	to eliminate handling of the recording medium .
. types of discrete media : magnetic cards ; magnetic	tape	cassettes ; magnetic discs . endless loop system
equipment which uses an endless loop of magnetic	tape	permanently enclosed in a tank to eliminate
and if the message is clear and logical . transcribing	techniques	: develop a transcribing rhythm by : listening to
understanding the dictation . dictation	techniques	: organize for dictation : make notes . prepare an
lines to the dictating devices -- a microphone or a	telephone	-- which are located at each dictator's desk . the
lines to the dictating devices -- a microphone or a	telephone	-- which are located at each dictator's desk .
unit is connected either by private wire or by	telephone	lines to the dictating devices -- a microphone or
unit are connected either by private wire or	telephone	lines to the dictating devices -- a microphone or
machine transcription .	terms	and definitions : dictation unit -- a device into
information : is faster and easier to transcribe	than	longhand and shorthand ; easier to distribute
by : listening closely to the phrases or sentences	that	do not make sense . listening to the sentences
the ability to determine information that is needed or	that	has been omitted , and if the message is clear and
thinking skills -- the ability to determine information	that	is needed or that has been omitted , and if the
. make notes on the following items : spelling of words	that	need to be checked ; names that need to be
(that need to be verified ; indistinguishable words	that	need to be clarified ; special instructions .
: spelling of words that need to be checked ; names	that	need to be verified ; indistinguishable words that
skills -- the ability to find and correct any errors	that	occur during dictation and transcription . logical
that do not make sense . listening to the sentences	that	precede and follow the confusing items .
unit .) check to see that the unit is plugged in and	that	the headset and foot pedal are plugged in . place
for directions on operating the unit .) check to see	that	the unit is plugged in and that the headset and
bility to pay attention , concentrate , and understand	that	which is being said . language arts skills --
either by private wire or by telephone lines to	the	dictating devices -- a microphone or a telephone
card , cassette) . discrete media can be removed from	the	dictation unit and placed in a transcription unit
unit -- a self-contained , hand-held unit which enables	the	dictator to dictate material outside the office at
which enables the dictator to dictate material outside	the	office at any time . the recording medium is
information can be entered and recorded . dictator --	the	person who originates paperwork ; a person who
dictation for transcribing . transcriptionist --	the	person who produces recorded words into
to dictate material outside the office at any time .	the	recording medium is placed in a transcription unit
capabilities . centralized-recording system --	the	recording unit is connected either by private wire
a dictation/transcription equipment is categorized by	the	type of recording media used , either discrete or
recording medium is placed in a transcription unit for	the	typist to transcribe . desk-top unit -- three
stopping the recording and typing the group of words ,	then	depressing the foot pedal and listening again . (
rhythm by : listening to a group of words or a phrase ,	then	stopping the recording and typing the group of
that which is being said . language arts skills --	these	include spelling , punctuation , and word usage .
the foot pedal and listening again . (note :	these	steps are repeated throughout the transcription
that occur during dictation and transcription . logical	thinking	skills -- the ability to determine information
or endless loop media . discrete media equipment --	this	equipment uses a recording medium which can be
unit for the typist to transcribe . desk-top unit --	three	styles of desk-top units are available : a
and listening again . (note : these steps are repeated	throughout	the transcription process .) correct errors as
dictator to dictate material outside the office at any	time	. the recording medium is placed in a
(better use of the dictator and transcriptionist' s	time	; is the quickest method of capturing information
tication/transcription equipment : advantages : saves	time	and effort ; gets work processed quickly ; saves
to distribute workload . disadvantages : training	time	required for the dictator and transcriptionist ;
lines : complimentary closing ; dictator's name and	title	; carbon copies , enclosures , etc . transcription
speed of the dictation . tone control device -- used	to	adjust the pitch of the dictator's voice . recall
pitch of the dictator's voice . recall switch -- used	to	automatically replay the last few words of the
, hand-held unit which enables the dictator	to	dictate material outside the office at any time .
of a transcription unit : speed control device -- used	to	increase or decrease the speed of the dictation .

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, hand-held unit which enables the dictator	to	dictate material outside the office at any time .
f a transcription unit : speed control device -- used	to	increase or decrease the speed of the dictation .
. transcription unit -- used by the transcriptionist	to	play back material for typing . each unit consists
dictation . transcription unit -- a device used	to	play back recorded dictation for transcribing .
. e . , floppy disc , magnetic card) . transcribe --	to	produce a typed document from recorded dictation .
documents . recording media -- magnetic supplies used	to	record and store information (i . e . , floppy
nnected either by private wire or by telephone lines	to	the dictating devices -- a microphone or a
) is placed in a transcription unit for the typist	to	transcribe . desk-top unit -- three styles of
ictating : speak clearly . do not slur or run words	together	. speak at an even pace . dictate capitalization ,
to increase or decrease the speed of the dictation .	tone	control device -- used to adjust the pitch of the
pecial instructions . adjust the volume , speed , and	tone	controls . determine the approximate length of the
; easier to distribute workload . disadvantages :	training	time required for the dictator and
nformation (i . e . , floppy disc , magnetic card) .	transcribe	-- to produce a typed document from recorded
is placed in a transcription unit for the typist to	transcribe	. desk-top unit -- three styles of desk-top units
; dictionary ; other special references . prepare to	transcribe	: (note : refer to the operator' s manual for
the transcription process .) correct errors as you	transcribe	so available copy will be produced . verify
of capturing information ; is faster and easier to	transcribe	than longhand and shorthand ; easier to distribute
the correct format for each item to be prepared .	transcribe	the material according to priorities . proofread
ccurately record on paper whatever material is to be	transcribed	. editing skills -- the ability to find and
review the dictation . listen to the first item to be	transcribed	from beginning to end . mentally punctuate the
-- a device used to play back recorded dictation for	transcribing	. transcriptionist -- the person who produces
carefully before removing it from the typewriter .	transcribing	procedures : organize work area and arrange
lear and logical . transcribing techniques : develop a	transcribing	rhythm by : listening to a group of words or a
omitted , and if the message is clear and logical .	transcribing	techniques : develop a transcribing rhythm by :
the material according to priorities . proofread the	transcript	before removing it from the typewriter . clean up
items . consulting the dictator . proofread the	transcript	carefully before removing it from the typewriter .
d correct any errors that occur during dictation and	transcription	. logical thinking skills -- the ability to
machine	transcription	. terms and definitions : dictation unit -- a
riginates paperwork ; a person who dictates copy for	transcription	into final documents . recording media -- magnetic
. [illegible] steps are repeated throughout the	transcription	process .) correct errors as you transcribe so a
name and title ; carbon copies , enclosures , etc .	transcription	skills : listening skills -- the ability to pay
desk-top units are available : a dictation unit , a	transcription	unit , a combination unit with both
to produce a typed document from recorded dictation .	transcription	unit -- a device used to play back recorded
ording unit and placed in the transcription unit .	transcription	unit -- used by the transcriptionist to play back
removed from the recording unit and placed in the	transcription	unit . transcription unit -- used by the
are plugged in . place the recording medium in the	transcription	unit . turn the unit on . preview the dictation .
pedal control ; playback unit . special features of a	transcription	unit : speed control device -- used to increase or
uch as : secretarial handbook ; operator' s manual for	transcription	unit ; word division book ; dictionary ; other
he typewriter . clean up the work area : turn off the	transcription	unit and typewriter . remove the recording media
of the recording medium . the recording unit and the	transcription	unit are connected either by private wire or
an be removed from the dictation unit and placed in a	transcription	unit for play back or filed for later use . types
at any time . the recording medium is placed in a	transcription	unit for the typist to transcribe . desk-top unit
on the desk . you will need the following items :	transcription	unit which includes : playback unit ; headset ;
sed to play back recorded dictation for transcribing .	transcriptionist	-- the person who produces recorded words into
: training time required for the dictator and	transcriptionist	; resistance of personnel to use equipment ; no
equipment ; no immediate contact between dictator and	transcriptionist	difficulty in transcriptionist understanding the
transcription unit . transcription unit -- used by the	transcriptionist	to play back material for typing . each unit
between dictator and transcriptionist difficulty in	transcriptionist	understanding the dictation . dictation techniques
and efficiency ; makes better use of the dictator and	transcriptionist'	s time ; is the quickest method of capturing
it from the typewriter . clean up the work area :	turn	off the transcription unit and typewriter . remove
lace the recording medium in the transcription unit .	turn	the unit on . preview the dictation . listen to
dictation/transcription equipment is categorized by the	type	of recording media used , either discrete or
disc , magnetic card) . transcribe -- to produce a	typed	document from recorded dictation . transcription
dictation . headset -- used to listen to dictation .	types	of discrete media : magnetic cards ; magnetic tape
unit for play back or filed for later use .	types	of discrete media equipment . portable dictation
proofread the transcript before removing it from the	typewriter	. clean up the work area : turn off the
p the work area : turn off the transcription unit and	typewriter	. remove the recording medium and file properly .
the transcript carefully before removing it from the	typewriter	. transcribing procedures : organize work area and
: playback unit ; headset ; foot pedal control .	typewriter	and supplies which may include : letterhead ;
the approximate length of the dictation and set the	typewriter	margins accordingly . determine the correct format
include spelling , punctuation , and word usage .	typewriting	skills -- the ability to rapidly and accurately
-- the person who produces recorded words into	typewritten	form . dictation/transcription equipment :
sed by the transcriptionist to play back material for	typing	. each unit consists of a : listening device (
f words or a phrase , then stopping the recording and	typing	the group of words , then depressing the foot
medium is placed in a transcription unit for the	typist	to transcribe . desk-top unit -- three styles of
— the ability to pay attention , concentrate , and	understand	that which is being said . language arts skills —
and transcriptionist difficulty in transcriptionist	understanding	the dictation . dictation techniques : organize

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-- the ability to pay attention , concentrate , and	understand
and transcriptionist difficulty in transcriptionist	understanding
are available : a dictation unit , a transcription	unit
styles of desk-top units are available : a dictation	unit
transcription . teras and definitions : dictation	unit
typed document from recorded dictation . transcription	unit
t--- of discrete media equipment . portable dictation	unit
unit for the typist to transcribe . desk-top	unit
and placed in the transcription unit . transcription	unit
the operator' s manual for directions on operating the	unit
device (headset) ; foot pedal control ; playback	unit
from the recording unit and placed in the transcription	unit
in . place the recording medium in the transcription	unit
; playback unit . special features of a transcription	unit
items : transcription unit which includes : playback	unit
headset ; operator' s manual for transcription	unit
) . discrete media can be removed from the dictation	unit
desk . the medium is removed from the recording	unit
handling of the recording medium . the recording	unit
. clean up the work area : turn off the transcription	unit
medium . the recording unit and the transcription	unit
to play back material for typing . each	unit
from the dictation unit and placed in a transcription	unit
. the recording medium is placed in a transcription	unit
. centralized-recording system -- the recording	unit
on operating the unit .) check to see that the	unit
recording medium in the transcription unit . turn the	unit
portable dictation unit -- a self-contained , hand-held	unit
. you will need the following items : transcription	unit
a dictation unit , a transcription unit , a combination	unit
transcribe . desk-top unit -- three styles of desk-top	units
before removing it from the typewriter . clean	up
-- these include spelling , punctuation , and word	usage
(anscription unit for play back or filed for later	use
and transcriptionist ; resistance of personnel to	use
materials to be dictated according to priority .	use
; increases productivity and efficiency ; makes better	use
equipment is categorized by the type of recording media	used
in the transcription unit . transcription unit --	used
the speed of the dictation . tone control device --	used
the pitch of the dictator's voice . recall switch --	used
few words of the dictation . volume control device --	used
- of a transcription unit : speed control device --	used
stop dictation and to replay the dictation . headset --	used
recorded dictation . transcription unit -- a device	used
final documents . recording media -- magnetic supplies	used
loudness and softness of the dictation . foot pedal --	used
loop media . discrete media equipment -- this equipment	uses
. endless loop system -- dictation equipment which	uses
; plain paper ; envelopes ; carbon paper ; correcting	utensils
words that need to be checked ; names that need to be	verified
as you transcribe so a mailable copy will be produced .	verify
device -- used to adjust the pitch of the dictator's	voice
to be clarified ; special instructions . adjust the	volume
replay the last few words of the dictation .	volume
the ability to rapidly and accurately record on paper	whatever
length of each item dictated . remember the following	when
the dictating devices -- a microphone or a telephone --	which
the dictating devices -- a microphone or a telephone --	which
ipment -- this equipment uses a recording medium	which
dictation unit -- a self-contained , hand-held unit	which
you will need the following items : transcription unit	which
teras and definitions : dictation unit -- a device into	which
to pay attention , concentrate , and understand that	which
headset ; foot pedal control . typewriter and supplies	which
discs . endless loop system -- dictation equipment	which
-- the person who originates paperwork ; a person	who

that which is being said . language arts skills --
the dictation . dictation techniques : organize
, a combination unit with both
, a transcription unit , a combination unit with
-- a device into which information can be entered
-- a device used to play back recorded dictation
-- a self-contained , hand-held unit which enables
-- three styles of desk-top units are available :
-- used by the transcriptionist to play back
.) check to see that the unit is plugged in and
. special features of a transcription unit : speed
. transcription unit -- used by the
. turn the unit on . preview the dictation .
: speed control device -- used to increase or
; headset ; foot pedal control . typewriter and
; word division book ; dictionary ; other special
and placed in a transcription unit for play back
and placed in the transcription unit .
and the transcription unit are connected either by
and typewriter . remove the recording medium and
are connected either by private wire or telephone
consists of a : listening device (headset) ;
for play back or filed for later use . types of
for the typist to transcribe . desk-top unit --
is connected either by private wire or by
is plugged in and that the headset and foot pedal
on . preview the dictation . listen to the first
which enables the dictator to dictate material
which includes : playback unit ; headset ; foot
with both dictation/transcription capabilities .
are available : a dictation unit , a transcription
the work area : turn off the transcription unit
. typewriting skills -- the ability to rapidly and
. types of discrete media equipment . portable
equipment ; no immediate contact between dictator
index slip or electronic cueing to : indicate
of the dictator and transcriptionist' s time ; is
, either discrete or endless loop media . discrete
by the transcriptionist to play back material for
to adjust the pitch of the dictator's voice .
to automatically replay the last few words of the
to control the loudness and softness of the
to increase or decrease the speed of the dictation
to listen to dictation . types of discrete media :
to play back recorded dictation for transcribing .
to record and store information (i . e . , floppy
to start and stop dictation and to replay the
a recording medium which can be removed (i . e .
an endless loop of magnetic tape permanently
; reference books , such as : secretarial handbook
; indistinguishable words that need to be
confusing items by : listening closely to the
. recall switch -- used to automatically replay
, speed , and tone controls . determine the
control device -- used to control the loudness and
material is to be transcribed . editing skills --
dictating : speak clearly . do not slur or run
are located at each dictator's desk . advantages
are located at each dictator's desk . the medium
can be removed (i . e . , magnetic card ,
enables the dictator to dictate material outside
includes : playback unit ; headset ; foot pedal
information can be entered and recorded . dictator
is being said . language arts skills -- these
may include : letterhead ; plain paper ; envelopes
uses an endless loop of magnetic tape permanently
dictates copy for transcription into final

discs . endless loop system -- dictation equipment	which	uses an endless loop of magnetic tape permanently
-- the person who originates paperwork ; a person	who	dictates copy for transcription into final
can be entered and recorded . dictator -- the person	who	originates paperwork ; a person who dictates copy
for transcribing . transcriptionist -- the person	who	produces recorded words into typewritten form .
.) correct errors as you transcribe so available copy	will	be produced . verify confusing items by :
work area and arrange material neatly on the desk . you	will	need the following items : transcription unit
-- the recording unit is connected either by private	wire	or by telephone lines to the dictating devices --
transcription unit are connected either by private	wire	or telephone lines to the dictating devices -- a
unit , a transcription unit , a combination unit	with	both dictation/transcription capabilities .
handbook ; operator' s manual for transcription unit ;	word	division book ; dictionary ; other special
skills -- these include spelling , punctuation , and	word	usage . typewriting skills -- the ability to
, then stopping the recording and typing the group of	words	, then depressing the foot pedal and listening
. transcriptionist -- the person who produces recorded	words	into typewritten form . dictation/transcription
switch -- used to automatically replay the last few	words	of the dictation . volume control device -- used
a transcribing rhythm by : listening to a group of	words	or a phrase , then stopping the recording and
. make notes on the following items : spelling of	words	that need to be checked ; names that need to be
; names that need to be verified ; indistinguishable	words	that need to be clarified ; special instructions
when dictating : speak clearly . do not slur or run	words	together . speak at an even pace . dictate
before removing it from the typewriter . clean up the	work	area : turn off the transcription unit and
the typewriter . transcribing procedures : organize	work	area and arrange material neatly on the desk .
equipment : advantages : saves time and effort ; gets	work	processed quickly ; saves money ; increases
than longhand and shorthand ; easier to distribute	workload	. disadvantages : training time required for the
the transcription process .) correct errors as	you	transcribe so available copy will be produced .
work area and arrange material neatly on the desk .	you	will need the following items : transcription unit
, addresses , etc . dictate in the following order :	your	name or identifying number ; the item being

End of sorted concordance listing

Total concordance item was 81275.

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